



Sample Letter

Please note: It is very important that all correspondence be dated and that you keep a copy for your records.

SAMPLE LETTER REQUESTING AN IEP TEAM MEETING

[Keep a copy of this letter for your records]

[Note: Could be sent to the Special Education Director, Principal, Contact Person or Superintendent. Keep a copy for your records]

[Date]

Dear _____

I am making a formal request that an IEP team meeting be scheduled and convened within 21 calendar days to discuss the following issues [describe the issues you would like to discuss, such as your child's program, placement or progress] about my child, [Name of Child], who is a student at [name of school] in [grade/class].

I understand that according to the NH Rules for the Education of Children with Disabilities, either an IEP team meeting will be scheduled and convened within 21 calendar days, or I will be sent a written prior notice detailing why the school district is refusing to convene the requested IEP team meeting.

I appreciate your willingness to meet with me to discuss my concerns. The following dates and times [provide a list of dates and times] would be most convenient for me:

I look forward to hearing from you.

Sincerely,

[Your name, address, telephone number and email address]

cc: [List of other people to whom you are sending a copy of this letter]

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