



## Sample Letter

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

### **SAMPLE LETTER TO AMEND SPECIAL EDUCATION [IEP] TEAM MEETING MINUTES**

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

[Date]

Re: IEP Team meeting for [name of your child]

Dear -----,

When I had a chance to review the minutes of the meeting on [date of the IEP Team meeting], I realized that some important points and/or requests that I made at this meeting, as well as the responses from the school members of the Team are not included in the official record [minutes] of this meeting. Please include the following as part of the official minutes of this meeting:

[Write as completely and clearly as you can what was said and the response you were given at the meeting.]

I look forward to receiving your confirmation that the minutes of the meeting were amended, or my clarification of the minutes has been included in my child's file.

Sincerely,

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

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