**REQUESTING AN IEP MEETING FOR EXTENDED SCHOOL YEAR**

SAMPLE LETTER

Date

Your Name  
Street Address  
City, State, Zip  
Daytime telephone number  
Email Address

Dear (***Name of Principal and/or Specia Education Administrator****),*

I am writing to request an IEP meeting for (***child’s name****),* specifically to discuss Extended School Year (ESY) Services. I believe that (***child’s name***) requires ESY to receive a free appropriate public education (FAPE).

When we meet, I would like to ensure that the discussion focuses on what my child individually needs so that his/her educational benefit will not be put at significant risk because of a break in services. It is my understanding that the following factors (one or more) are to be considered when deciding on ESY:

* Regression/recoupment
* Degree of progress
* Emergent skills/breakthrough opportunities
* Impact on interfering behavior
* The nature and severity of the disability
* Other special circumstances such as our ability to provide educational structure at home, our child’s ability to interact with students without disabilities and areas of (*child’s name)* curriculum that need continuous attention.

I look forward to discussing whether *(****child’s name****)* meets the criteria for ESY services to be provided beyond the normal school year, in accordance with the IEP, and at no cost to us. We would appreciate hearing from you as soon as possible to schedule a mutually agreeable time and location to meet. The best days and times for me are (***provide a range of days and times****).* You can reach me at (***contact information****).* Thank you for your consideration.

Sincerely,

Your Name

Cc: Anyone you would like to receive a copy of this letter