**REQUESTING AN IEP MEETING**

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****)*. I would like to review the IEP and (***child’s name****)* progress in meeting his/her IEP goals. I would also like to discuss possible changes to the IEP as I am concerned about (***briefly state reasons, such as lack of progress, services not being implemented, specific service or class you are concerned about, etc****.).*

I would like all of the required members of the IEP team to participate in this meeting. In addition, I would like to request (***name of other staff or specialists, if applicable/necessary****)* attend as I believe they can provide valuable input into the process.

I look forward to hearing from you soon 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