**REQUESTING A TRANSITION IEP MEETING**

SAMPLE LETTER

Date

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

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

I am writing to request an IEP meeting for (***child’s name****)*. Specifically, I would like us to focus on the Transition Plan for (***child’s name****).* As you know **he/she** is **\_\_\_\_** years old and therefore **his/her** IEP should have specific post-secondary goals, objectives, activities, coursework, and services based on a variety of transition assessments that will enable (***child’s name****)* to meet **his/her** post-high school goals.

We are happy to consent to additional transition assessments should those be needed to conduct an effective IEP meeting that will result in a comprehensive Transition Plan. We would like (***child’s name****)* to be as full a participant as possible in this meeting so that **he/she** can relay their hopes and dreams for the future. We also ask that the following adult service providers (***name providers you would like to attend such as DARS, DBVI, CSB****)* be invited to the meeting.

I look forward to hearing from you soon to discuss this request and 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 the request