**REQUESTING MEETING AT MUTUALLY AGREEABLE TIME AND PLACE**

SAMPLE LETTER

Date

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

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

I have received a Notice of IEP Meeting to be held on (***put date, time, and location****)* for my child (***child’s name****).* I was not consulted about this and am unable to attend the scheduled meeting.

I am committed to participating in all meetings relative to (**child’s name**) and the federal regulations implementing the Individuals with Disabilities Education Act (34 CFR 300.22(d) require the school division to arrange a *mutually agreeable time and place* for IEP meetings and to keep records of attempts to schedule the meeting at a mutually agreeable time and place.

I would be happy to discuss possible dates, times, and locations that can meet both of your schedules, and look forward to hearing from you as soon as possible. I do not consent to the IEP meeting being held without my being present.

Thank you very much for your assistance.

Sincerely,

Your Name

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