

SAMPLE LETTER REQUESTING AN IEP

Instructions: Copy this on to plain paper or your own personal stationary. This written request gives you and your child certain legal rights. It is recommended that you keep a copy of this letter for your records, and records of any further correspondence or phone calls with the school district. If your child was evaluated privately, then you may want to inform the School District who evaluated and what was recommended.

Date: _____

Name: _____
School Principal

Name of School: _____

Address: _____

Dear _____:

I am requesting that an IEP be conducted to discuss (child's name)

_____ placement/related services. I request that all members of the IEP team be present including the school's psychologist, speech and language specialist, occupational therapist, general and special education teachers, the school's nurse and other professionals who have information about my child.

I understand that from the date that I sign the assessment plan, the district has 50 calendar days to hold an IEP meeting (excluding the days in July and August).

The district will notify me of the meeting, allowing sufficient time for me to arrange to have a representative present.

Sincerely,

Your Name _____

Address _____

Phone# _____

This is a sample letter. You should always consult a BMI representative or an attorney for further advice. This does not constitute legal advice.