

**SAMPLE LETTER REQUESTING FOLLOW-UP 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 request that my child, (full name) \_\_\_\_\_, (date of birth) \_\_\_\_\_, who attends (school) \_\_\_\_\_, be scheduled for an IEP meeting.

My child has an active IEP. I understand that the district has 30 calendar days to hold an IEP meeting (excluding the days in July and August) (Alternative if your child already has an IEP).

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

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.