



Sample Letter

Please note: It is very important that all correspondence be dated and that you keep a copy for your records.

SAMPLE LETTER AGREEING TO RECEIVE WRITTEN NOTICE OF AN IEP TEAM MEETING BY ELECTRONIC MAIL (E-MAIL)

[Note: Could be sent to the Special Education Director, Principal, Contact Person or Superintendent. Keep a copy for your records]

[Date]

Dear _____

I understand that, in accordance with the NH Rules for the Education of Children with Disabilities, the school district will ensure that I receive a written notice of a meeting of the IEP team no fewer than 10 days before the IEP team meeting, and that a notice sent by first class or certified U.S. mail 12 days prior to the meeting shall be deemed received 10 days before an IEP team meeting. I also understand that I may agree in writing to allow the school district to satisfy this requirement by transmittal of the notice by electronic mail.

Please consider this letter to be my agreement to receive notice of IEP team meetings by electronic mail at the following email address: [include your preferred email address or addresses]. I am aware that means that I will no longer receive mailed notices of IEP team meetings, and understand this agreement will remain in effect unless and until it is revoked by me.

Please consider this letter to be my notification that I would prefer to obtain my child's evaluation and assessment report(s) by [please identify the method by which you would prefer to have the reports provided (e.g. you may arrange to pick them up from the school, or request that they be sent by e-mail)]. If the alternate method that I have identified is not one to which you agree, please notify me immediately, and send me the reports by US mail at least 5 days before the IEP team meeting. You may contact me at the telephone number/email address provided below.

Please confirm that you have received this letter and that you will be now sending me notices of IEP team meetings by email. You may contact me at the address, telephone number or email address that I have provided below.

Sincerely,

[Your name, address, telephone number and email address]

cc: [List of other people to whom you are sending a copy of this letter]

This document is provided for informational purposes only; it does not, nor is it intended to, constitute legal advice. For more information on the special education process, and upcoming workshop opportunities, please visit our website at www.nhspecialled.org. Be sure to read our brochure, "Steps in the NH Special Education Process".