



Sample Letter

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

SAMPLE LETTER REQUESTING AN ALTERNATIVE METHOD OF HAVING EVALUATION AND ASSESSMENT REPORTS SENT PRIOR TO AN IEP TEAM MEETING

[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 send to me copies of each examiner's evaluation and assessment report(s) at least 5 days prior to the meeting of the IEP team at which these evaluation and assessment results will be discussed, and that these reports will be sent to me by US mail, unless the school district and I agree upon another method.

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.

I appreciate your working with me so that I can review the evaluation and assessment reports before the IEP team meeting. This will enable me to be a fully-informed member of the IEP Team, and facilitate my participation in the meeting.

Sincerely,

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

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

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