



Sample Letter

Please note: It is very important that all correspondence be dated and that you keep a copy for your records. It is generally a best practice to send your letter to more than one person, including an administrator (special education director/coordinator, principal, or superintendent), and your child's case manager or teacher.

SAMPLE LETTER TO AMEND SPECIAL EDUCATION [IEP] TEAM MEETING MINUTES

Note: While taking minutes is a best practice, there is no requirement for the school district or IEP Team to take minutes at an IEP Team meeting. However, decisions made at an IEP Team meeting must be documented in a Written Prior Notice (WPN). Decisions that require a WPN include when the school district either proposes to initiate or change, or refuses to initiate or change, the referral, evaluation, determination of eligibility, or the provision of a free appropriate public education, including the IEP, or educational placement of the child. Information about the components of a WPN may be found in PIC's Steps in the NH Special Education Process brochure, as well as in the Procedural Safeguards Handbook. It is important that the WPN and any meeting minutes that are taken be accurate. This letter serves as a template to assist parents in notifying the school district of errors in the meeting minutes, but could be adapted to address errors in the WPN.

[Date]

Re: IEP Team meeting for [name of your child]

Dear _____,

When I had a chance to review the minutes of the meeting held on [date of the IEP Team meeting], I realized that some important points and/or requests that I made at this meeting, as well as the responses from the school members of the Team were not included in the record (or minutes) of this meeting. Please include the following as part of the minutes/record of this meeting:

[Write as complete and clear a statement as you can of what was said and the response you were given at the meeting.]

I look forward to receiving your confirmation that the minutes (or record) of the meeting were amended, or that my clarification of the minutes has been included in my child's file.

Please include a copy of this letter in my child's file.

Sincerely,

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

cc: [List of any 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 (legal advice should be obtained from an attorney). For more information on the special education process, and upcoming workshop/training opportunities, please visit the Parent Information Center's website at www.picnh.org. Be sure to read our brochure, "Steps in the NH Special Education Process."