



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 REQUESTING AN IEP TEAM MEETING

[Date]

Dear _____

I am making a formal request that an IEP team meeting be scheduled and convened within 21 calendar days to discuss the following issues [describe the issues you would like to discuss, such as your child's program, placement or progress] about my child, [Name of Child], who is a student at [name of school] in [grade/class].

I understand that in accordance with the NH Standards for the Education of Children with Disabilities, within 21 calendar days either an IEP team meeting will be scheduled and convened, or I will be sent a written prior notice detailing why the school district is refusing to convene the requested IEP team meeting.

I appreciate your willingness to meet with me to discuss my concerns. The following dates and times [provide a list of dates and times] would be most convenient for me: _____

I look forward to receiving your response.

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."