



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 PROVIDING PARENTAL INPUT TO THE IEP TEAM

[Date]

Dear [_____],

I am writing about my child, [name of your child], who is a student at [name of school] in [grade/class]. This letter is to notify you that I am providing the (attached or enclosed) information to the IEP team to be considered by the team in making special education decisions about my child. [Include your input here. If your input is lengthy or in multiple parts, you may attach a separate document, which you can reference here. It will be helpful if you include a list of your input, along with a brief description of each item.]

Please consider my input to be "evaluations and information provided by the parent", as referenced in 34 CFR 300.305(a)(1)(i). I understand that this information will be reviewed by the IEP team, along with other existing data about my child, so that IEP team can understand my child's special education needs and develop an appropriate IEP and placement to meet those needs.

Notes for the parent: For reference, §300.305[a][1][i] says, "Review of existing evaluation data. As part of an initial evaluation [if appropriate] and as part of any reevaluation under this part, the IEP Team and other qualified professionals, as appropriate, must-- [1] Review existing evaluation data on the child, including— [i] Evaluations and information provided by the parents of the child;"

If your evaluation/evaluator meets the criteria established by the school district for independent educational evaluations, you may want to include a statement to that effect in your letter.

Thank you in advance for considering the information that I have provided. I am glad to be able to contribute to the IEP team's knowledge of my child. Please contact if I can provide additional information about my input.

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."