



## 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 REQUESTING AN ALTERNATIVE METHOD OF OBTAINING EVALUATION AND ASSESSMENT REPORTS PRIOR TO AN IEP TEAM MEETING**

[Date]

Dear \_\_\_\_\_

I understand that, in accordance with the NH Standards 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 obtain the reports (e.g. you may arrange to pick them up from the school, or request that they be sent by e-mail if that is an option offered by the school district)]. 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.

I appreciate your working with me to enable me to obtain my child's evaluation and assessment results by my preferred method. This will enable me to be a fully-informed member of the IEP Team, and facilitate my participation in the meeting.

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]

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*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](http://www.picnh.org). Be sure to read our brochure, "Steps in the NH Special Education Process."*