



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 AGREEING TO RECEIVE WRITTEN NOTICE OF AN IEP TEAM MEETING BY ELECTRONIC MAIL (E-MAIL) IF THAT OPTION IS AVAILABLE

[Note for parents: A notice sent by the school or school district to you by first class or certified U.S. mail 12 days prior to the meeting shall be deemed received 10 days before 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 ensure that I receive a written notice of a meeting of the IEP team no fewer than 10 days before the IEP team meeting. I also understand that, if the school district makes the option available, I may agree in writing to allow the school district to satisfy this requirement by transmittal of the notice by electronic mail.

Please consider this letter to be my agreement to receive notice of IEP team meetings by electronic mail at the following email address: [include your preferred email address or addresses]. I am aware that this means I will no longer receive mailed notices of IEP team meetings, and that this agreement will remain in effect unless and until it is revoked by me.

NOTE: *Optional – you may decide to send a separate letter (see sample provided by PIC) requesting to obtain your child's evaluation and assessment reports, which must be sent prior to a team meeting, through alternate means.*

Please confirm that you have received this letter and that you will be now sending me notices of IEP team meetings by email. I look forward to receiving your written 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."