

REQUESTING A CHANGE OF PLACEMENT

Date (include month, day, and year)

Name of Principal or Special Education Administrator

Name of School

Street Address

City, State, Zip Code

Dear (Principal's or Administrator's name):

I am writing to request a meeting to discuss a change in placement for my son/daughter, (child's name). He/she is currently in the (____) grade in (teacher's name) class. I feel he/she needs to be in (name of alternative, if you know; otherwise describe the type of placement you feel is more appropriate for your child, such as your neighborhood school, a center-based program, general education class, or special class).

I am most concerned about (keep this paragraph brief and mention your child's unmet needs, not problems with individual people).

I would also like to have (name of teacher(s) and/or any specialists you would like from the current and/or requested placement) attend this meeting.

I can arrange to meet with the rest of the IEP team on (list days you are available to meet) between (give a range of time, such as between 8:00 a.m. and 10:00 a.m.). Please let me know what time would be best.

I look forward to hearing from you within five school days of the date you receive this letter. My daytime telephone number is (give your phone number). Thank you for your time.

Sincerely,

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

cc: Your child's principal (if letter is addressed to an administrator),
Your child's teacher(s),
Specialists or other staff