

**REQUESTING AN IEP (INDIVIDUALIZED
EDUCATION PROGRAM) OR SECTION 504
ACCOMMODATION PLAN TEAM MEETING**

Date (include month, day and year)

Name of Your Child's Special Education Teacher or Principal)

Person's Title (Principal, Special Education Director)

Name of School

Full Address of School

Dear (Teacher's or Principal's Name):

I am writing to request an/a (IEP or Section 504) team meeting for my child, (child's name), who has a disability.

I would like to discuss (State briefly and specifically your reasons for your request - Examples: Modifications; Annual Goals; Amount of Related Services; Making some possible changes with...etc.).

The next two paragraphs should only be used if they apply to your situation.

I would like to request that (name of specialists or other staff) attend the team meeting because I feel his/her/their ideas about the IEP/504 plan will be valuable. *(Note: The school has the right to determine who the appropriate individuals are to attend the meeting.)*

(You may wish to bring a specialist from outside of the school setting with you that you have been working with or has knowledge that would be helpful to your child's program.)

I have been working with (name of specialist) and will be bringing them with me to the team meeting.

The following times would work well with my schedule: (List dates and times. It is helpful if you can offer 'windows' of time - example: 3:00 P.M. to 5:00 P.M. It is also helpful to offer at least three different dates and times). Please let me know what times work best for you.

Thank you for your attention to my request. I may be reached at (Your daytime phone number). I will expect to hear from you by (Give a date.)

Sincerely,

Your Name

Street Address

City, State, Zip Code

Daytime telephone number