

**REQUESTING A MEETING TO REVIEW THE
INDIVIDUALIZED EDUCATION PROGRAM (IEP)**

Date (include month, day, and year)

Name of Your Child's Special Education Teacher
or Principal

Name of School

Street Address

City, State, Zip Code

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

I am writing to request an IEP review meeting. I would like to discuss making some possible changes in (child's name)'s IEP. I am concerned about (state your reasons, but limit discussion about the specific changes you want to make because you will want to hear the school's position at the meeting).

I would also like to have (names of specialists or other staff) attend because his/her/their ideas about the changes we may need to make will be valuable.

I can arrange to meet with you and the other members of the IEP team on (list days you are available) between (give a range of time, such as between 2:00 and 4:00). Please let me know what time would be best for you.

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 help.

Sincerely,

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

cc: Specialists or other staff