



MP

IEP Meeting Request Letter Template

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

To:

[Principal's Name or Special Education Director]

[School Name]

[School Address]

[City, State ZIP Code]

RE: Request for IEP Meeting for [Student's Full Name], DOB: [Date of Birth]

Dear [Principal's Name / Special Education Director],

I am the parent/guardian of [Student's Full Name], who is currently enrolled in [Grade] at [School Name].

I am writing to formally request an IEP meeting to review and discuss my child's current educational program and services. I believe it is necessary to address [brief reason — optional: e.g., recent academic/behavioral changes, new diagnosis, transition planning,

lack of progress, etc.].

I understand that under IDEA (Individuals with Disabilities Education Act), parents have the right to request an IEP meeting at any time. I am requesting that the meeting be scheduled within the required timeline so we may work together to support [Student's Name]'s needs effectively.

Please confirm receipt of this request in writing and notify me of available dates and times. I am happy to collaborate to find a time that works for the IEP team.

Thank you for your time and commitment to supporting my child's education.

Sincerely,

[Your Full Name]

CC: [Teacher, Case Manager, Advocate]

Attachments: [Supporting Documentation, if applicable]

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Contact: mpattonadvocate@gmail.com

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