

# Sample Letter to Request an Individualized Education Program (IEP) Meeting

Use this sample format to write your own letter requesting an IEP evaluation.

[Read this article to learn more about who is on the IEP team and what to expect at the IEP meeting.](#)

**Your Name**

**Street Address**

**City, State, Zip**

**Date**

**Name** (if known, otherwise use title only)

**Title/Director of Special Education/Program Coordinator**

**School District**

**Street Address**

**City, State, Zip**

**Dear Name** (if known, otherwise use title only):

**I am requesting an IEP meeting regarding the program for my student, (NAME), (date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_). I have some concerns that I believe need to be addressed by the entire team. I understand that I will be involved in scheduling so I can participate fully as an equal member of the IEP team and that I will be notified in writing when a meeting is arranged.**

**My hope is that this meeting will provide an opportunity for collaborative problem-solving. I want to make sure (NAME's) IEP provides enough support for improvement and learning within their capabilities. I look forward to discussing my specific concerns about:** (add specific concerns here).

- Use bullet points if the list becomes long.
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**I have attached documentation from** (list any outside providers who provided letters or reports and highlight any specific recommendations from those attached documents).

**I would like a copy of the most recent IEP (or amended Draft IEP) with enough time to review it so I can prepare for our team meeting.**

**I'm also requesting copies of** (any other documents you wish to review before the meeting: evaluation reports, teacher progress notes, state curricula...).

**I appreciate your help in behalf of my student. If you have any questions please call me at** (telephone number) **or email me at** (email address, optional).

**Sincerely,**

(Your Name)

**CC:** (Names and titles of anyone else you give copies to)