

IEP MEETING REQUEST
(Be sure to keep a copy for your records)

(Date)

(Name of Principal)
(Name of School)
(Address of School)

Dear (Name of Principal):

I am the parent of (name of student). I recently reviewed my child's IEP and I believe it needs to be changed. I request that an IEP committee meeting be held as soon as possible.

Thank you for your help. I look forward to hearing from you within ten school days of the date you receive this letter so we can arrange a time for the meeting.

Sincerely,

(Parent's name
and address)

cc: (Supervisor or Director of Special Education)