

SAMPLE LETTER REGARDING SCHEDULING OF IEP MEETING

[Parent Name/Contact Information]

[Date]

_____, Director of Special Education
[School District or Charter School]

Re: [Your Child's Name and School]

Dear [Name of Director of Special Education]:

I understand that the [Name of School District or Charter School] will be scheduling the annual IEP meeting for my child, [Name of Child], in the near future. To assist your staff in scheduling the meeting for a time when I/we can attend, I am writing to let you know what dates and times are most convenient. At this point, these dates and times will probably work best:

[List dates that are open, time frames that are convenient and/or dates and times when you are not available]

Please let me know as soon as the IEP meeting is scheduled, so I can confirm that I am able to attend. If you have any questions, the best way to reach me is [by phone and/or e-mail - provide specific number and/or address]. Thank you.

Sincerely,

[Your name]