

## **SAMPLE LETTER REQUESTING A REVIEW OF AN IEP**

[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 am the parent of [Name of Child], age \_\_\_\_, who attends [Name of School]. My child receives special education services because of his/her [Type of Disability].

I am writing to request that the [Name of School District or Charter School] schedule an IEP team meeting in order to review my child's current IEP and revise it if appropriate.

My understanding is that Arizona rules require that this IEP review meeting be held within 45 school days from the date you receive this request. However, I would request that the meeting be scheduled for as soon as possible to ensure my child's IEP is reasonably calculated to allow him/her to make progress in light of his/her circumstances. To help with the scheduling, here are the dates and times that I expect to be available in the next few weeks:

*[List dates and times that you available, or specify dates/times when you are not available to attend a meeting]*

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]