

## **SAMPLE LETTER REQUESTING WRITTEN NOTICE**

[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]. An IEP meeting regarding my child was held on [Date].

At the IEP meeting, school personnel proposed/refused [state what was proposed or refused during the IEP meeting, i.e.— inclusion in a regular education class, additional supports in the classroom, assistive technology device, a related service such as occupational therapy, etc.].

Please provide me with written notice regarding this proposed/refused change before it is implemented, as required by IDEA 2004 and its regulations, as well as Arizona state law.

Thank you.

Sincerely,

[Your Name]