

\_\_\_\_\_  
Parent's/Guardians' Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Information

\_\_\_\_\_  
Principal's Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
School Address

Date: \_\_\_\_\_

**Request to Convene an IEP Meeting On Behalf of \_\_\_\_\_ (DOB \_\_\_\_\_)**

Dear Principal \_\_\_\_\_,

I am the parent of \_\_\_\_\_, whose date of birth is \_\_\_\_\_. [(If applicable) My child's language is \_\_\_\_\_. My language is \_\_\_\_\_. Accordingly, I request that I receive interpretation and translation services.] I am writing to request that an IEP Team meeting be convened on my child's behalf as soon as possible. I have the following concerns about my child's education:

I also believe my child needs the following additional supports to access the free appropriate public education that my child is entitled to under law:

In addition to the members of the School Team that are legally required to attend the IEP meeting, please invite the following people to be present at the IEP meeting \_\_\_\_\_ . They have expertise about my child that will be helpful in creating an IEP that will meet my child's needs.

Please let me what dates might work for the School Team, so we can identify a date that works well. Please contact me if you have any questions or concerns. I can be reached at \_\_\_\_\_ . Thank you.

Sincerely,

\_\_\_\_\_

cc. Director of Special Education \_\_\_\_\_  
Main Classroom Teacher \_\_\_\_\_