

Your Name
Your Address

Date

Name of Principal
Name of School
Address of School

Via: Hand-Delivery, E-Mail or Fax

RE: IEP Request

Dear *(Name of Principal)*:

I am writing to request an ARD review meeting. I would like to discuss making some possible changes in *(child's name)*'s IEP. I am concerned about *(state your reasons, but don't go into detail about the specific changes you want to save the details for the meeting)*.

(Use if you want a related service provider to attend) I would also like to have *(name of specialist or other staff)* attend. I think their ideas about the changes we may need to make will be valuable.

I can arrange to meet with you and other members of the ARD committee on *(days-give two to three dates)* between *(give a range of time, such as between 2:00 and 4:00)*. Please let me know what time would be best for you.

I look forward to hearing from you within 5 school days to let me know if the ARD meeting will be scheduled. Otherwise, I will expect written notice explaining why the district refuses to convene a meeting.

Thank you for your help.

Sincerely,

Your name
Your telephone number
Your e-mail address