

ALLISON ROBERTSON
Special Education Consultant
San Diego, California 92120
Tel.: 951.380.2091

(Date)

(Case Manager's name)
(School Name)
(School District Name)

Re: (Student)
Sent via: (in person/email: state the email address sent)

Dear (Name),

I am the (parent/guardian) of (Student), who is currently enrolled in (Grade Level) at (School Name). (Student) receives special education services through an existing IEP.

Pursuant to California Education Code Section 56343(c), I am requesting the (school name) hold an IEP meeting for my child, so that we can review and revise my child's IEP as soon as possible. Despite (his/her/their) existing IEP, (Student) has been having some problems at school. (Describe any problems that your child is experiencing at school. For example, is your student receiving the services offered in the IEP, and have they been effective? Are there new concerns related to their health, behavior, or disability? Does your child need new goals, different services, more assessments, or different placement?)

I expect the team to find a meeting day and time within 30 days of my request. Please let me know when the team can meet with me to discuss my concerns for my child. A (morning/afternoon/evening) IEP meeting would be the most convenient for me. Once we agree upon a date and time, please send me a notice of meeting for this IEP meeting.

(OPTIONAL: Please let this letter serve as my notice to (name of school), that I will be recording the meeting.)

If you have questions or need to discuss this letter further, please call me (at work/at home/on my cell) at (###) ###-#### or email me at (email address). Thank you in advance for your prompt action regarding this request.

Sincerely,

(Name)