

# Requesting a Change of Placement

Placement means where your child's IEP is carried out. Depending on your child's needs, his or her placement may be in general education, in a special education classroom, your home, in a hospital or institution, or in another setting. IDEA strongly prefers placement in the general education classroom but does not mandate it.

Placement is an IEP team decision. Therefore, when you request a change in placement, you are actually requesting an IEP review meeting to discuss your child's needs and where your child's needs will be best serviced.



Today's Date (include month, day, and year)

Your name

Street address

City, State, Zip Code

Daytime telephone number

Name of Principal or Special Education Director

Name of School

Street address

City, State, Zip Code

Dear (Principal's or Special Education Administrator's name)

I am writing to request a meeting to discuss a change in placement for my son/daughter, (child's name). He/She is currently in the (\_\_\_\_) grade in (teacher's name) class. I feel he/she needs to be in (name of alternative placement if you know: otherwise describe the type of placement you feel is more appropriate for your child, such as your neighborhood school, a center-based program, general education class, or special class).

I am most concerned about (keep this paragraph brief and mention your child's unmet needs, not problems with individual people).

I would also like to have (name of teacher(s) and/or any specialists you would like from the current and/or requested placement) attend this meeting.

I can arrange to meet with the rest of the IEP team on (days) between (give a range of time, such as between 8:00 a.m. and 10:00 a.m.). Please let me know what time would be best.

I look forward to hearing from you soon. My daytime telephone number is (give your phone number). Thank you for your time.

Sincerely,

Your name

cc. your child's principal (if letter is addressed to an administrator)  
your child's teacher(s)  
specialists or other staff

You may want to request a change in your child's placement if their needs are not being met, such as:

- changes in your child's needs;
- current class size is too large or too small;
- current class is too academically challenging or not academic demanding;
- the placement does not meet your child's social or emotional needs;
- the building is too difficult for your child to get around;
- or
- Any other reason that this class placement is not working out successfully.