

Requesting a Meeting to Review the Individualized Education Program

If your child is receiving special education services, he or she must have a written plan known as an Individualized Education Program or IEP.

When a child has an IEP, the IDEA requires the child's IEP team to review the document at least once a year.

Within the IEP, you will find your child's annual goals along with the special education services they will receive. You are a member of the team that writes your child's IEP. As a member of the IEP team, can ask that your child's IEP be reviewed and revised at any time.

Some of the reasons why a parent might request an IEP review meeting would be:

- Your child may have met their yearly goal.
- Your child is not making progress in one or more annual goals.
- You feel that your child requires more services or different services to make progress.
- You feel that your child no longer requires special education services.
- Finally, your child has experienced a significant life change such as illness, injury, or trauma.



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

Your Name
Street Address
City, State, Zip Code
Daytime telephone number

Name of Your Child's Special Education Teacher
Name of School
Street Address
City, State, Zip Code

Dear (Teacher's name),

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

I would also like to have (names of specialists or other staff) attend. I think his/her/their ideas about the changes we may need to make will be valuable.

I can arrange to meet with you and the other members of the IEP team on (days) between (give a range of time, such as between 2:00 and 4:00). Please let me know what time would be best you.

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

Sincerely,

Your name

cc: specialists or other staff