

Special Education

# Request a Meeting to Review Your Child's Progress - Letter



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

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

Name of Your Child's Teacher

Name of School

Street Address

City, State, Zip Code

Dear (IEP Chair),

I am writing to request an IEP meeting to review my child's progress. I would like to discuss my concerns about their loss of skills and regression over the past year. I am concerned about (state your reasons, but don't go into detail about the 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 for you.

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

Sincerely,

Your name

cc: specialists or other staff

**Note:** The "cc:" at the bottom of the letter means you are sending a copy of your letter to the people listed after the cc.

Adapted from the Center for Parent Information and Resources