Request to Convene an IEP Team Meeting to Review/Revise the IEP

AFAC PARENT NOTE: Use this when the current IEP is not meeting the student's needs, circumstances have changed, services are not being delivered, or the family needs the team to address new information.

[DATE]

[RECIPIENT NAME AND TITLE]

[SCHOOL / SCHOOL SYSTEM]

[ADDRESS]

[CITY, STATE ZIP]

RE: [STUDENT'S FULL NAME], DOB [MM/DD/YYYY], [SCHOOL / GRADE]

Dear [NAME/TITLE]:

I am requesting an IEP Team meeting for [STUDENT] as soon as reasonably possible to review and, if necessary, revise the current IEP.

My concerns include: [OUTDATED GOALS / INSUFFICIENT PROGRESS / SERVICES / ACCOMMODATIONS / BEHAVIOR / COMMUNICATION / PLACEMENT / SAFETY / RELATED SERVICES / TRANSITION / OTHER].

I would like the team to review: [PROGRESS DATA, SERVICE LOGS, EVALUATIONS, WORK SAMPLES, BEHAVIOR DATA, ATTENDANCE, OUTSIDE REPORTS, PARENT CONCERNS, ETC.].

Please provide proposed meeting dates and times that allow meaningful parent participation. Please also provide me with relevant progress information and other records the team will rely upon, consistent with my rights to access my child's education records.

If the school system refuses any specific proposal I make concerning identification, evaluation, placement, or FAPE, please document that decision through Prior Written Notice as applicable.

Sincerely,

[PARENT/GUARDIAN NAME]

[ADDRESS]

[PHONE]

[EMAIL]

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