

Your Name  
Street Address  
City, State, Zip  
Date

Name (if known, otherwise use title only)  
Title/Director of Special Education/504 Coordinator  
School District  
Street Address  
City, State, Zip

Dear Name (if known, otherwise use title only):

I am requesting an [ARD/IEP or 504 Meeting] regarding my child, [NAME and DOB: 00-00-0000]. I have some concerns that I believe need to be addressed by the entire team. I understand that I will be involved in scheduling so that I can participate fully as an equal member of the team and that I will be notified in writing when a meeting is arranged.

My hope is that this meeting will provide an opportunity for collaborative problem solving. I want to make sure [NAME's IEP or 504 Plan] provides enough support for improvement and learning within [her/his/their] capabilities. I look forward to discussing my specific concerns about: [add specific concerns here].

- Use bullet points if the list becomes long.
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I have attached documentation from [list any outside providers who provided letters or reports and highlight any specific recommendations from those attached documents].

I hope that a copy of the [IEP or 504 Plan] draft will be provided to me before our meeting so that I will have the opportunity to review the document and prepare for the meeting.

I'm also requesting copies of [any other documents you wish to review before the meeting: evaluation reports, teacher progress notes, state curricula...].

I appreciate your help in behalf of my [son/daughter/child]. If you have any questions, please call me at (telephone number) or email me at (email address).

Sincerely,

Your Name

CC: (Names and titles of anyone else you give copies to)

**You can email this letter or send it by certified mail (keep your receipt), or hand carry it to the district office and get a date/time receipt. Remember to keep a copy of this letter and all school-related correspondence for your records. Get organized with a binder or a filing system that will help you keep track of all letters, meetings, conversations, etc. These documents will be important for you and your child for many years to come, including when your child transitions out of school.**