

Request for IEP Team Meeting

Date: _____

To: _____

Dear _____:

I am writing to request an IEP Team meeting regarding _____ [insert student's name], a child in my care. As a member of the IEP Team, I have concerns that I feel must be addressed by the entire team. The following is a list of my concerns:

Thank you for your prompt attention to my concerns. If you have any questions or need to know my availability to schedule an IEP meeting, please call me at _____.

Sincerely,

(Signature)