



# Letter Requesting Review and Revision of IEP

(Be sure to keep a copy for yourself)

Date

Name of principal

Name of school

Address of school

Dear (name of principal):

I am the parent of (name of student), a student at your school. I recently reviewed my child's IEP, which was developed in (month and year), and I believe it is (out of date, incomplete, based on insufficient evaluation information, etc.) because (state your reasons).

I request a new meeting be held as soon as possible to review and, if necessary, revise (name of student)'s IEP. Please contact me within 10 days so the meeting can be scheduled at a mutually agreeable time and place. Thank you for your help. I look forward to hearing from you soon.

Sincerely,

Your name

Your address

Your telephone number

Your e-mail address (optional)