



## Sample Request for New Assessment/New IEP Meeting

*Ima Parent*  
333 Maple Avenue  
My Town, CA 11111  
(555) 555-5555

*Ms. Lisa Learn, Content Specialist*  
My Town Unified School District  
123 Main Street, My Town, CA 11111

Student's Name: *Jeremy Parent*  
Date of Birth: *5.12.2001*  
School: *Pleasant Valley School*

Date: *10.01.13*

Dear Ms. Learn,

**My child has an Individualized Education Program (IEP). I am writing to request:**

A new assessment       A new IEP

**The reason for this request is:**

*My child has been suspended for running out of class, climbing on a roof and throwing pebbles down on the playground. This behavior has occurred four times since his teacher went out on maternity leave two months ago. In that time, he has had three substitute teachers. Jeremy's last progress report showed he had made minimal progress towards his goals.*

**The goals are:**

*Develop a new behavior plan and consider whether his current placement is still appropriate.*

**I would like the following people to attend the IEP meeting:**

*James Jameson, Resource Teacher; Frank Franklin, Regional Center Case Coordinator; Emilia Esquivel, Office of Client's Rights Advocate to attend.*

**I am also requesting:**

*A Spanish interpreter and I would like a copy of the new IEP to be translated into Spanish.*

**I have enclosed the following:**

- Signed HIPPA release form for my doctor
- Medical summary
- Outside assessment(s) I would like the IEP team to consider
- Other: *Current IEP; Incident reports; Suspension report (9.28.13); Communication log*

Sincerely,  
*Ima Parent*

Revised: 11.15.13