

❖ Sample Special Education Request for New Assessment/New IEP

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 Elementary School*

Date: *10.01.09*

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 (9.28.09); Communication log*

Sincerely,
Ima Parent