Instructions for COVID-19 Request for IEP Meeting (Letter to School)

1. Write the date you are completing and signing the letter.
2. Write the name of the Principal of your child’s school, or the Special Education Coordinator.
3. Write your child’s school district or charter school name.
4. Write your child’s school’s name.
5. Write the school’s street address.
6. Write the school’s city, state, and zip code.
7. Write your child’s name and birth date.
8. Write the Principal’s name or the Special Education Coordinator’s name on the Dear _____________ line.
9. Put an X or a check in as many boxes as you need to. Choose the reasons you need a meeting with the IEP team.
10. Circle whether you can meet by phone or video.
11. Decide three different days and times you could be in the IEP meeting. Write them in the three blanks to suggest possible times.
12. Sign and then write your name.
13. Write in your phone number, and if you have an email you use, your email address.
14. **VERY IMPORTANT:** Keep a copy of the letter
   a. Take a photo of the letter on your phone and email it to yourself if you can. Emailing to yourself helps in case your phone gets lost, damaged, or erased, OR
   b. Keep a paper copy if you can.
15. Provide a copy of your letter to the school by:
   a. Email
      i. You can find many principals’ email addresses on school websites or
      ii. Call the main office for the school district or Board of Education to ask for emails for the
          principal or Special Education Coordinator.
   b. Fax OR
   c. Mail
Principal of Child’s School: _________________________________
Name of School District: ___________________________________
Name of School Building: ___________________________________
School’s Address: _________________________________________
School’s City, State, Zip: _________________________________

RE: Request for IEP meeting

Child’s name: _____________________________ DOB: _____________________________

Dear _________________ (principal):

My child is a student with a disability currently receiving special education services through an IEP.

I am asking for an IEP meeting to discuss: (check all that apply)

<table>
<thead>
<tr>
<th>My child is not making progress toward their annual goals</th>
<th>My child is not making progress on the general education curriculum (current assigned work)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan for providing current educational services</td>
<td>Plan for providing current related services (for example, physical therapy, occupational therapy, speech therapy)</td>
</tr>
<tr>
<td>Compensatory education or recovery services for specialized instruction</td>
<td>Compensatory education or recovery services for related services</td>
</tr>
<tr>
<td>Plan for ESY (Extended School Year) services</td>
<td>Other (explain)</td>
</tr>
</tbody>
</table>

I am available to meet with my child’s IEP team by video or by phone. Three possible dates and times for me are ________________________________, ________________________________, or ________________________________. I look forward to hearing from you.

Sincerely,

_________________________________________________________________________________________
Your Signature

_________________________________________________________________________________________
Your Phone number

_________________________________________________________________________________________
Your Printed Name

_________________________________________________________________________________________
Your Email address or Mailing address

Advocates for Basic Legal Equality, Inc. (ABLE) created this form for people without lawyers in Ohio. If you have a lawyer, you should review your request with your lawyer rather than using this form. ABLE is a non-profit law firm serving the civil legal needs of western Ohio’s low-income individuals and families. This information is not legal advice. It is general information. It is not a substitute for talking to a lawyer about your situation. You may still need help from a lawyer. This information is current as of August 12, 2020. You should be aware that information about the law and its interpretation continues to change.
Date: ______________________________

Principal of Child’s School: ________________________________
Name of School District: ___________________________________
Name of School Building: _________________________________
School’s Address: ________________________________
School’s City, State, Zip: ________________________________

RE: Request for IEP meeting
Child’s name: ______________________ DOB: ______________________

Dear __________________________ (principal):

My child is a student with a disability currently receiving special education services through an IEP.

I am asking for an IEP meeting to discuss: (check all that apply)

| My child is not making progress toward their annual goals | My child is not making progress on the general education curriculum (current assigned work) |
|-----------------------------------------------------------|========================================================================================|
| Plan for providing current educational services           | Plan for providing current related services (for example, physical therapy, occupational therapy, speech therapy) |
| Compensatory education or recovery services for specialized instruction | Compensatory education or recovery services for related services |
| Plan for ESY (Extended School Year) services               | Other (explain)  |

I am available to meet with my child’s IEP team by video or by phone. Three possible dates and times for me are _________________________________, _________________________________, or ________________________________. I look forward to hearing from you.

Sincerely,

____________________________________  __________________________
Your Signature  Your Phone number

____________________________________  __________________________
Your Printed Name  Your Email address or Mailing address