

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.

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.

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

Sample

Date: _____ **1** _____

Principal of Child's School: _____ **2** _____
Name of School District: _____ **3** _____
Name of School Building: _____ **4** _____
School's Address: _____ **5** _____
School's City, State, Zip: _____ **6** _____

RE: Request for IEP meeting

Child's name: _____ **7** _____ DOB: _____ **7** _____

Dear _____ **8** _____ (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)

| | | | | |
|----------|--------------------------|---|--------------------------|---|
| 9 | <input type="checkbox"/> | My child is not making progress toward their annual goals | <input type="checkbox"/> | My child is not making progress on the general education curriculum (current assigned work) |
| | <input type="checkbox"/> | Plan for providing current educational services | <input type="checkbox"/> | Plan for providing current related services (for example, physical therapy, occupational therapy, speech therapy) |
| | <input type="checkbox"/> | Compensatory education or recovery services for specialized instruction | <input type="checkbox"/> | Compensatory education or recovery services for related services |
| | <input type="checkbox"/> | Plan for ESY (Extended School Year) services | <input type="checkbox"/> | Other (explain) |

10

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.

11

Sincerely,

Your Signature
12

Your Printed Name

Your Phone number
13

Your Email address or Mailing address

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Name of School Building: _____

School's Address: _____

School's City, State, Zip: _____

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Sincerely,

Your Signature

Your Phone number

Your Printed Name

Your Email address or Mailing address