

(H) Sample Letter — Request for IEP Meeting

Wen Chao

Address

City, CA Zip Code

Telephone Number

Date

Rivka Bader-Auva'a

Director of Special Education

Local Unified School District

Address

City, CA Zip Code

Re: Erik Chao

Dear Dr. Banks-Auva'a:

I am the parent of Erik Chao, who is currently enrolled in 5th grade at César Chávez Elementary School in the special day class for students with learning disabilities.

I am requesting that an IEP meeting be held for my son as soon as possible, but no later than 30 days from now pursuant to Cal. Ed. Code Sec. 56343.5. He has been having some problems at school and has been suspended once. I think his program may need to be modified to address his individual needs. I am also requesting that a behavioral assessment be completed before the meeting and

that I receive a copy of this assessment and all of Erik's school records regarding the suspension prior to the IEP meeting.

Since I work in the afternoon, a morning IEP meeting would be convenient for me. If you have questions or need to discuss this letter further, please call me at work at (777) 555-5555. Thank you in advance for your prompt action regarding this request.

Sincerely,

Wen Chao