

[Date]

[Name of Principal]  
[School Address]  
[City, CA Zip Code]

**RE: Request for IEP Meeting for [insert child's name], DOB: [insert date of birth]**

Dear Mr./Ms. [insert principal's last name],

I am writing as educational rights holder for [insert child's name], who attends the [insert grade] at your school. [Insert child's name] is currently eligible for special education under the category [insert your child's eligibility category]. At this time, I am formally requesting an IEP meeting for the purpose of [insert reason(s) why you want to hold the IEP meeting].

Accordingly, please send me written notice of a proposed date for the IEP meeting that is within the thirty day statutory timeline. If you have any further questions regarding this correspondence, do not hesitate to contact me.

Yours truly,

[insert your name]

**\*\*special note\*\***You must retain proof that the district received this letter, in either the form of a fax confirmation sheet, U.S. mail certified return receipt, or a time-stamped copy from the school.