



PARENT LETTER TOOLKIT FOR IEP REQUESTS

*Simple, customizable templates to help you
advocate for your child's education*

At EmpowerEd Consulting/Bridges 2 Advocacy, we know that navigating the special education process can feel overwhelming.

This toolkit provides ready-to-use letter templates parents often need when requesting evaluations, meetings, accommodations, or clarifications under IDEA.

These letters are:

- Easy to personalize with your child's information
- Written in clear, professional language
- Designed to help you communicate effectively with your school team

These templates are provided for informational purposes only and do not constitute legal advice.

[Parent Name]
[Address]
[City, State, ZIP]
[Date]

[Principal/Special Education Director]
[School Name]
[School Address]

Re: Request for Initial Evaluation for Special Education Services

Dear [Administrator's Name],

I am writing to formally request a comprehensive evaluation of my child, [Child's Name], DOB [MM/DD/YYYY], to determine eligibility for special education services under IDEA.

Due to [briefly describe concerns—academic, behavior, speech, etc.], I believe an evaluation is necessary to ensure my child receives appropriate support and services.

Please consider this letter my written consent to begin the evaluation process. I understand that evaluations must be completed within the required timelines under state and federal law.

Thank you for your attention to this matter. I look forward to working with the school team.

Sincerely,
[Your Name]
[Phone] | [Email]

[Parent Name]

[Date]

Re: Request for Re-Evaluation

Dear [Administrator's Name],

I am requesting a re-evaluation of my child, [Child's Name], DOB [MM/DD/YYYY], to determine continued eligibility for special education services and to assess current needs.

It has been [X years since the last evaluation / I have new concerns about progress in ____]. Please consider this a formal written request for a re-evaluation.

Thank you for your prompt attention.

Sincerely,

[Your Name]

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2 Advocacy

[Parent Name]

[Date]

Re: Request for an IEP Meeting

Dear [Administrator's Name],

I am requesting an IEP team meeting for my child, [Child's Name], DOB [MM/DD/YYYY]. I would like to discuss [progress, goals, services, concerns about behavior, accommodations, etc.].

Please let me know possible dates and times for this meeting within the required timeline.

**Thank you,
[Your Name]**

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2 Advocacy

[Parent Name]

[Date]

Re: Request for an IEP Meeting

Dear [Administrator's Name],

I am requesting an IEP team meeting for my child, [Child's Name], DOB [MM/DD/YYYY]. I would like to discuss [progress, goals, services, concerns about behavior, accommodations, etc.].

Please let me know possible dates and times for this meeting within the required timeline.

**Thank you,
[Your Name]**

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2 Advocacy

[Parent Name]

[Date]

Re: Request for Accommodations

Dear [Administrator's Name],

I am requesting that the IEP team consider the following accommodations for my child, [Child's Name], DOB [MM/DD/YYYY]:

- [Example: Extended time on tests]
- [Example: Preferential seating]
- [Example: Breaks as needed]

These supports are necessary to help my child access their education. I ask that this request be reviewed and discussed at the next IEP meeting.

**Sincerely,
[Your Name]**

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2 Advocacy

[Parent Name]

[Date]

Re: Request for Independent Educational Evaluation

Dear [Administrator's Name],

I am writing to request an Independent Educational Evaluation (IEE) at public expense for my child, [Child's Name], DOB [MM/DD/YYYY].

I disagree with the school's evaluation conducted on [date] in the area(s) of [academic achievement, speech/language, OT, etc.], and I am requesting an IEE in those areas.

Please provide me with information on how to obtain an IEE at public expense.

Sincerely,

[Your Name]

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2 Advocacy

[Parent Name]

[Date]

Re: Request for Progress Data

Dear [Administrator's Name],

I am requesting copies of all data and progress reports related to my child, [Child's Name]'s IEP goals. Please provide this information in writing before the next IEP meeting.

Thank you for your cooperation.

Sincerely,

[Your Name]

BRIDGES
2 Advocacy



[Parent Name]

[Date]

Re: Request for Progress Data

Dear [Administrator's Name],

I am requesting copies of all data and progress reports related to my child, [Child's Name]'s IEP goals. Please provide this information in writing before the next IEP meeting.

Thank you for your cooperation.

Sincerely,

[Your Name]



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[Parent Name]

[Date]

Re: Request for Prior Written Notice

Dear [Administrator's Name],

I am requesting Prior Written Notice regarding the decision to [refuse/reduce/deny] [specific service, goal, or accommodation] for my child, [Child's Name], DOB [MM/DD/YYYY].

Please provide the notice as required by IDEA, including the explanation for the decision, what information was considered, and any options that were rejected.

Sincerely,

[Your Name]

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2 Advocacy