## 12. **SAMPLE LETTER REQUESTING WRITTEN NOTICE**

[Parent Name/Mailing Address]

[Date]

\_\_\_\_\_\_\_\_\_\_\_, Director of Special Education

[School District or Charter School]

Re: [Your Child’s Name and School]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

I am the parent of [Name of Child], age \_\_\_, who attends [Name of School]. An IEP meeting regarding my child was held on [Date].

At the IEP meeting, school personnel proposed/refused [state what was proposed or refused during the IEP meeting, i.e.— inclusion in a regular education class, additional supports in the classroom, assistive technology device, a related service such as occupational therapy].

Please provide me with written notice regarding this proposed/refused change before it is implemented, as required by IDEA 2004 and its regulations, as well as Arizona state law.

Thank you.

Sincerely,

Parent