

## Template partial IEP rejection letter with a request to reconvene the Team<sup>1</sup>

[Date]

Dear [Team Chairperson's Name],

I am writing in response to the proposed Individualized Education Program dated [insert date of proposed IEP]. While I am accepting the majority of the IEP, I would like to partially reject the portions noted below, and I request a meeting to reconvene with the IEP within the coming weeks to address these rejections.

I am rejecting the following portions of the IEP:

[Potential examples follow below. Please revise according to your child's individualized circumstances.]

- **Service Delivery Times for Counseling:** The reduction from 2x30 minutes per week to 1x30 minutes per week is not sufficient to address [Student's Name]'s ongoing social-emotional needs. Based on clinical input and teacher feedback, the current level of service is necessary for [Student's Name] to make effective progress.
- **Reading Goal:** The proposed reading goal does not include fluency or comprehension benchmarks, which are areas of significant difficulty. Without targeted goals in these areas, [Student's Name] will be unable to access grade-level curriculum independently.
- **Proposed Placement:** I am rejecting the recommendation for a full inclusion setting, as [Student's Name] requires a smaller, more structured environment with specialized instruction in order to make effective progress.

The areas I am rejecting do not adequately address [Student's Name]'s needs as identified through evaluations, observations, and parent input. My concern is that without adjustments in these areas, [Student's Name] will not be able to make effective progress.

Please consider this letter my formal partial rejection of the proposed IEP. I am requesting that the district reconvene a Team meeting to discuss revisions.

Thank you for your continued work with [Student's Name].

Sincerely,

[Parent/Guardian Name(s)]

[Contact Information]

---

<sup>1</sup> Adapted from Basic Rights Presentation: Understanding the IEP given on September 15, 2025 by Lucy Verhave of Verhave Education.