



IEP Meeting Request Checklist & Template

✓ Step-by-Step Parent Checklist

1. Gather Documentation

- ✓ Recent IEP progress reports
- ✓ Work samples, assessments, or teacher notes
- ✓ Any private evaluations or outside expert input

2. Identify Concerns

- ✓ List specific unmet goals
(e.g., "Reading fluency at 50 WPM, but goal was 80 WPM")
- ✓ Note any missing services or support

3. Request the Meeting

- ✓ Use the **email template below** (or submit a written request)
- ✓ Keep a copy for your records

4. Prepare for the Meeting

- ✓ Write down questions (e.g., *"Why wasn't progress made? What changes will help?"*)
- ✓ Bring a support person (advocate, spouse, or therapist) if needed

5. Follow Up

- ✓ Get a revised IEP in writing
- ✓ Schedule a follow-up date to review new goals

IEP Meeting Request Email Template

Subject: Request for IEP Meeting to Address Unmet Goals

Date: _____

Dear [IEP Coordinator/Special Ed Director's Name],

I am writing to formally request an IEP meeting to discuss my child, [Child's Name] ([Grade/School]), as they are not making expected progress toward their current IEP goals. Specifically, I have concerns about:

- **[Goal Area, e.g., Math/Reading/Speech]:**

[Describe the gap, e.g., "Goal was ___, but current data shows ____."]

- **[Additional Concerns, e.g., lack of accommodations, insufficient services]**

I would like to review the data, discuss potential adjustments, and revise the IEP as needed. Please provide available meeting dates/times within the next [10 business days/required timeline in your state].

Thank you for your prompt attention. I look forward to collaborating to better support [Child's Name]'s success.

Sincerely,

[Your Name]

[Your Contact Information]

[Child's Name & Date of Birth (optional)]

Pro Tips for Parents

CC the principal if you don't receive a timely response.

Record meetings (check state laws—some require consent).

Bring a printed copy of your concerns to the meeting.