

This is a template for an email to make a formal written request. The basic outline is useful for any request you make about special education.

- Copy and paste the words between the ****stars**** into an email to the school.
- Change the words in [brackets] to make the email accurate before sending.
- Add or delete anything necessary to make the email more accurate before sending.

Using communication from the school as data to support your request is important. It's difficult for the school to argue with their own data when you use it to support your request.

Please add this to [Student Name]'s permanent education record. Consider this my formal written request to change the provision of FAPE for [Student Name].

[List your formal written requests and concerns to discuss.]

I am formally requesting all documents that will be reviewed and referred to at the meeting be emailed to me at least 3 business days before the meeting so I can meaningfully participate in the special education process as an ARC team member.

I am formally requesting the Conference Summary Report be read out loud at the end of the meeting to ensure the document's accuracy.

Please provide potential dates and times for an ARC meeting. Thank you for being prepared to address my formal written requests to change the provision of FAPE for [Student Name] and for including them in the Parent Concerns and Input section of the Conference Summary Report. I look forward to working together to ensure [Student Name]'s success and learning at [School Name] and future success and learning in [District Name]. Thank you.

