

Today's Date (include month, day, and year)

Your Name  
Street Address  
City, State, Zip Code  
Your email address  
Daytime telephone number

Name of Principal or Special Education Administrator  
Name of School  
Street Address  
City, State, Zip Code

Re: Name of Child, Name of School, Purpose of Letter (Request a Change in Placement)

Dear (Principal's or Administrator's name),

I am writing to request a meeting to discuss a change in placement for my son/daughter, (child's name). He/she is currently in the ( ) grade in (teacher's name) class. I feel he/she needs to be in (name of alternative, if you know; otherwise describe the type of placement you feel is more appropriate for your child, such as your neighborhood school, a center-based program, general education class, or special class).

I am most concerned about (keep this paragraph brief and mention your child's unmet needs, not problems with individual people).

I would also like to have (the name of teacher(s) and/or any specialists you would like from the current and/or requested placement) attend this meeting.

I can arrange to meet with the rest of the IEP team on (days) between (give a range of time, such as between 8am and 10am). Please let me know what time would be best.

I look forward to hearing from you soon. My daytime telephone number is (give your phone number). Thank you for your time.

Sincerely,

Your name

cc / copy sent to: your child's principal (if letter is addressed to an administrator)  
your child's teacher(s)  
specialists or other staff

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\* Adapted from the National Dissemination Center for Children with Disabilities