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Request for Information on Special Education

Date: _____

To: _____

Re: _____

I am writing to you because my child is experiencing difficulties in school. I understand there is a special process for evaluating a child and determining eligibility for special education programs and services. Please send me any written information you have about that process. Please also send me information about how I can contact other parents and local support groups involved in special education.

Thank you very much for your kind assistance. I look forward to talking with you further about special education.

Sincerely,

Request to Begin Special Education Process and Evaluation

Date: _____

To: _____

Re: _____

I am writing to you because my child is experiencing difficulties in school. _____

I am formally requesting that the school immediately begin its special education process, including initial evaluation for eligibility. I understand that you will send me an evaluation plan that explains the tests that may be given to my child. Because I realize the evaluation can take some time, I would appreciate receiving the evaluation plan within ten days. Once you receive my approval for the evaluation, please let me know when the evaluation will be scheduled.

I would also appreciate any other information you have regarding the evaluation process, how eligibility is determined, and general IEP procedures.

Thank you very much for your kind assistance. I look forward to working with you and your staff.

Sincerely,

Request for Child's School File

Date: _____

To: _____

Re: _____

I would like a copy of my child's records, including all tests, reports, evaluations, grades, notes by teachers or other staff members, memoranda, photographs—in short, *everything* in my child's school file. I understand I have a right to these files under _____

I would greatly appreciate having these files within the next five days. I would be happy to pick them up. I will call you to discuss how and when I will get the copies.

Thank you for your kind assistance.

Sincerely,

Request to Amend Child's School File

Date: _____

To: _____

Re: _____

I recently reviewed a copy of my child's file and would like to have a portion of the file amended, specifically:

IDEA gives me the right to request that all information that is "inaccurate or misleading or violates the privacy or other rights of [my] child" be amended. (34 C.F.R. § 300.618.) I feel that this is just such a case and, therefore, I request that you rectify the situation immediately.

Please notify me in writing as soon as possible of your decision regarding this matter. Thank you.

Sincerely,

Special Education Contacts

Name, Address, Phone and Fax Numbers, and Email Address

School Staff

Outside Professionals

Other Parents

Support Groups

State Department of Education

Other

Monthly IEP Calendar

Month and Year: _____

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

IEP Blueprint

The IEP blueprint represents the ideal IEP for your child. Use it as a guide to make and record the educational desires you have for your child.

Areas of the IEP	Ideal Situation for Your Child
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1. Classroom Setting and Peer Needs—issues to consider:

- regular versus special education class _____
- partially or fully mainstreamed _____
- type of special education class _____
- number of children in the classroom _____
- ages and cognitive ranges of children in class _____
- kinds of students and behaviors that might or might not be appropriate for your child, and _____
- language similarities. _____

2. Teacher and Staff Needs—issues to consider:

- number of teachers and aides _____
- teacher-pupil ratio _____
- experience, training, and expertise of the teacher, and _____
- training and expertise of aides. _____

3. Curricula and Teaching Methodology—be specific.

If you don't know what you *do* want, specify what you *don't* want.

Areas of the IEP

Ideal Situation for Your Child

4. Related Services—issues to consider:

- specific needed services
- type of services
- frequency of services, and
- length of services.

5. Identified Programs—specify known programs that you think would work for your child, and the school that offers them.

6. Goals—your child’s academic and functional aims.

7. Classroom Environment and Other Features—issues to consider:

- distance from home
- transition plans for mainstreaming
- vocational needs
- extracurricular and social needs, and
- environmental needs.

Letter Requesting Evaluation Report

Date: _____

To: _____

Re: _____

I appreciate your involvement in my child's evaluation and look forward to your report. Would you please:

1. Send me a copy of a draft of your report before you finalize it. As you can imagine, the process can be overwhelming for parents. It would be most helpful to me to see your report, because the proposed tests are complicated and I need time to analyze the results.
2. Send me your final report at least four weeks before the IEP meeting.

Again, thank you for your kind assistance.

Sincerely,

Request for Joint IEP Eligibility/Program Meeting

Date: _____

To: _____

Re: _____

I believe there is sufficient information for us to discuss both my child's eligibility for special education and the specifics of my child's IEP at the same meeting. I would appreciate it if you would plan enough time to discuss both of those important items at the _____ IEP meeting. I would also like to see any and all reports and other written material that you will be introducing at the IEP meeting, at least two weeks before the meeting.

Thanks in advance for your help. I look forward to hearing from you soon.

Sincerely,

Progress Chart

Student: _____

Class: _____

Date: _____

Key Goals	Current Status	Comments
Math	Progressing appropriately? <input type="checkbox"/> yes <input type="checkbox"/> no	_____ _____ _____
Reading	Progressing appropriately? <input type="checkbox"/> yes <input type="checkbox"/> no	_____ _____ _____
Writing	Progressing appropriately? <input type="checkbox"/> yes <input type="checkbox"/> no	_____ _____ _____
Spelling	Progressing appropriately? <input type="checkbox"/> yes <input type="checkbox"/> no	_____ _____ _____
Social-Behavioral	Progressing appropriately? <input type="checkbox"/> yes <input type="checkbox"/> no	_____ _____ _____
Language development	Progressing appropriately? <input type="checkbox"/> yes <input type="checkbox"/> no	_____ _____ _____
Motor development	Progressing appropriately? <input type="checkbox"/> yes <input type="checkbox"/> no	_____ _____ _____
Other	Progressing appropriately? <input type="checkbox"/> yes <input type="checkbox"/> no	_____ _____ _____

Program Visitation Request Letter

Date: _____

To: _____

Re: _____

I am writing to request permission to visit programs in the District that might be appropriate future placements for my child, _____.

I appreciate the concerns you have, and I realize that you can't know for sure which programs are appropriate until after the IEP meeting. Nonetheless, I think it would be very helpful for me to see existing programs so I can be a more effective member of the IEP team. I do not feel I can make an informed IEP decision without seeing, firsthand, all possible options. I want to assure you that I understand that by giving me the names of existing programs, you are not stating an opinion as to their appropriateness for my child.

I assure you that I will abide by all rules and regulations for parental visits. If those rules and regulations are in writing, please send me a copy.

Thanks in advance for your help. I hope to hear from you soon.

Sincerely,

Class Visitation Checklist

Date: _____ Time: _____ a.m./p.m.

School: _____

Class: _____

Student Description:

Total students: _____ Gender range: _____

Age range: _____

Cognitive range: _____

Language/communication range: _____

Disability range: _____

Behavioral range: _____

Other observations: _____

Staff Description:

Teachers: _____

Aides: _____

Other observations: _____

Curricula/Classroom Strategies:

Curricula: _____

Strategies: _____

Classroom Environment:

Description: _____

Related Services:

Other Comments:

How This Program Relates to IEP Blueprint:

Goals Chart

Skill Area	Annual Goal	Present Performance Level	How Progress Measured	Date of Completion
Reading				
Math				
Emotional and psychological				

Skill Area	Annual Goal	Present Performance Level	How Progress Measured	Date of Completion
Social-behavioral				
Linguistic and communication				
Self-help and independent living skills (transition services)				

IEP Meeting Attendance Objection Letter

Date: _____

To: _____

Re: _____

I understand that _____
will be at _____ IEP meeting. _____ knows nothing
about _____ and appears to have no knowledge that might be of use to the IEP team. I am
formally requesting that _____ not attend, unless there is some
clear reason that makes _____ attendance appropriate
and necessary for the development of _____ IEP plan. As you
know, IEP meetings can be particularly difficult for parents. We are already anxious about ours and would prefer that you
not take action that will heighten our stress level.

If you insist on _____ attending without any reason,
then we will file a complaint with the state and federal departments of education.

I will call you in a few days to find out your decision on this issue. Thank you for considering my request.

Sincerely,

IEP Preparation Checklist

- Find out the date, time, and location.
- Get a copy of the school's agenda.
- Make your own agenda.
- Prepare your IEP material organizer.
- Draft IEP plan.
- Find out who is attending on behalf of school district.
- Invite and prepare your own IEP participants.
- Give the school a copy of the following:
 - independent evaluations
 - documents such as reports and work samples
 - names and titles of people attending IEP, and
 - notice of intent to record IEP meeting (if applicable)
- Create a meeting reminder list of items you want to be sure to remember.

Letter Confirming Informal Negotiation Results

Date: _____

To: _____

Re: _____

I appreciated the chance to meet on _____ and discuss
_____. I also appreciated your point of view and the
manner in which we solved the problem.

I want to confirm our agreement that _____

_____.

I greatly appreciate the manner in which you helped solve this problem. _____

_____.

Thank you.

Sincerely,

Letter Requesting Due Process

Date: _____

To: _____

Re: _____

We are formally requesting due process, beginning with mediation. We believe _____

We believe an appropriate solution would include, but should not be limited to, the following:

Please contact us at once to schedule the mediation.

Sincerely,

