

Sample Letter Requesting a Reevaluation of a Student with an IEP

(Be sure to keep a copy for yourself)

Parent's name
(Address)
(Phone number)
(Email address)

(Date)

Special Education Director's name
(Address)

Principal's name
(Address)

(Your School District)
(Address)
(City), MI (Zip Code)

Dear (Special Education Director's name and Principal's name)

We are the parents of **(name of child)**, **(date of birth)** who attends **(school name)**. Although **(child's name)** currently has an IEP, we are requesting a reevaluation because he/she **(is not making progress or regressing, current need has become more serious or challenging, or there are new needs that are not currently being addressed)** and we feel that his/her current IEP is inadequate to address his/her needs.

Our concerns about **(child's name)** education include **(describe specific concerns that you have for your child. This could include behavioral difficulties, academic performance, fine/gross motor challenges, communication, transition, sensory challenges, mental health, vision, hearing, health, etc.)**.

We would like to meet with the IEP team to discuss an appropriate re-evaluation plan for **(child's name)**. Please contact us to set up a meeting.

Thank you in advance for your collaborative efforts to provide **(child's name)** with an appropriate and quality education. We look forward to hearing from you and working with the IEP team to ensure a successful educational experience for **(child's name)**.

(Parent/Guardian Name)
(Address)
(City), MI (Zip Code)
(Phone Number)
(Email Address)

(cc: specific names of IEP team members, if appropriate)