January 25, 2019

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

Name of Principal or Special Education Administrator

Name of School

Street Address

City, State, Zip Code

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

I am writing to request a meeting to discuss a change in placement

for my son, Nathan Joseph. He is currently in between 4th and 5th grade. (teacher’s name) class. I feel he needs to be in a another setting. A setting that will address the lack of progression in his learning. He is currently in a 12:1 setting and to-date Nathan is not where he needs to be academically.

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 (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 8:00 a.m. and 10:00

a.m.). 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