

Requesting an IEP Meeting

IEP meetings must be held every year, with new evaluations every 3 years, OR 30 days after a written request.

Who MUST be at the IEP:

- You
- Student's teachers
- District representative
- Assessors/evaluators

You MAY also invite anyone else who is qualified to support the student, like an attorney, therapist, or tutor.

When You Should Schedule an IEP:

- When your student has a new diagnosis.
- When you think your student needs a new educational placement.
- When your student isn't making progress.
- When your student needs more or different services.
- When you think your student isn't getting their services.

Step-by-Step Guide for Requesting an IEP Meeting

1. Complete the form on this flyer. Include your reasons for requesting the meeting and any teachers, administrators, or service providers you want the district to invite.
2. Turn in the form to your school principal or special education coordinator.
3. Get proof your request was received in one of the following three ways:
 - i. Submit in person. Have the school date stamp the form, and keep a copy;
 - ii. Fax the form and keep a copy of the transmission report confirming it was received; or
 - iii. Mail by certified mail and keep the receipt.
4. Mark your calendar for 30 calendar days from when the request was received. The school must schedule and hold the IEP meeting within 30 days of your request.
5. Invite team members who do not work for the school or district, such as your student's attorney, advocate, tutor, or private therapist.
6. Attend the IEP meeting and bring all documents you need to address your concerns.



REQUEST FOR IEP TEAM MEETING

ERH Name:	
Address:	
City, State, Zip:	
Phone/Email:	

Student's Name:	
Student's D.O.B.:	
Grade Level:	
School:	
District:	

Date: ____ / ____ / ____

Dear Principal/Special Education Coordinator,

I am the education rights holder for the above-mentioned special education student. I am requesting that an IEP meeting be held for my student as soon as possible and in no more than 30 days, as is required by law. Cal. Educ. Code § 56343.5.

This meeting is necessary due to the following academic and/or behavioral concerns I have regarding my student's current IEP and services:

I request that the following people attend the IEP and that the meeting be scheduled at a mutually agreeable time and place for all participants:

Please contact me with your proposed dates for the IEP so that I can prepare. Also, please provide me with all of my student's most recent assessment reports and protocols at least 5 days prior to the meeting.

Thank you for your attention and cooperation regarding this matter. If you have any questions, do not hesitate to contact me at the number listed above.

ERH Signature: _____

ERH Name: _____