

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.

NLSLA



Neighborhood Legal Services
of Los Angeles County

For free legal help, please contact NLSLA:
NLSLAEducationTeam@nlsla.org | (888) 907-0444 |
nlsla.org/services/education-rights

All Services are Free of Charge

REQUEST FOR IEP TEAM MEETING

Date: _____

District:	
Attn: Director of Special Education	
Address:	
Fax Number:	

Student's Name:	
Student's D.O.B.:	
Current School:	
ERH's Address:	
ERH's Email:	
ERH's Telephone Number:	

To Whom It May Concern:

I am the Education Rights Holder for the above student with disabilities. 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. I would like to discuss the following at the meeting:

With this in mind, please ensure that my student's general education teacher, special education teacher, service providers, counselor, and a District representative who can approve services are in attendance.

At least 5 days prior to the meeting, please provide me with all of my student's most recent assessment reports and protocols.

An IEP meeting at the following date and time would be convenient for me: _____

If you have any questions or need to discuss this letter further, please contact me at the number or email above.

Thank you in advance for your prompt action regarding this request.

Sincerely,