

Date: \_\_\_\_\_

\_\_\_\_\_  
Principal or Special Education Coordinator

\_\_\_\_\_  
School

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Dear Principal of Special Education Coordinator:

I am the parent of \_\_\_\_\_, whose date of birth is \_\_\_\_\_  
\_\_\_\_\_. My child has an IEP, but is not currently making satisfactory  
progress school. As such, I am requesting that you convene a new IEP meeting to discuss  
this matter further.

It is my understanding that this IEP meeting shall be held within 30 days from the  
date of this request [California Education Code, Sec. 56343.5]. I look forward to hearing  
from you soon. You may contact me using the information below. Thank you!

Sincerely yours,

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_