

PARENT ADVOCACY SERIES

Sample Letter Templates for Parents

Three ready-to-use templates for common situations — just fill in the brackets and send with confidence.

Communicating with your child's school is a key part of being their advocate. These templates are designed to help you formally communicate your requests and concerns with confidence. Replace the bracketed [] information with your specific details, and keep a copy of all correspondence for your records. **You've got this, and we're here to support you.**

TEMPLATE 1

Requesting an Evaluation for Special Education Services

Use this letter when you believe your child may have a disability and are requesting the school conduct an evaluation to determine eligibility for special education services.

Subject: Request for Evaluation for [Child's Full Name]

Dear [Principal's / Special Education Director's Name] ,

I am writing to request a comprehensive evaluation for my child, [Child's Full Name] , who is in the [Grade Level] grade in [Teacher's Name] 's class. Their date of birth is [Child's Date of Birth] .

I am concerned about my child's progress in the following areas: [briefly explain your concerns] — for example, difficulty with reading comprehension or challenges staying focused in class.

Despite the efforts we have made at home and the support from their teacher, these challenges continue to impact their ability to learn effectively. I believe an evaluation is needed to determine if my child has a disability and is eligible for services under the Individuals with Disabilities Education Act (IDEA).

I understand the school will need my written consent before the evaluation can begin. Please provide the necessary consent forms and any additional information about the process. I am available to meet and discuss this request further.

Thank you for your time and attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

TEMPLATE 2

Following Up After an IEP Meeting

Use this letter to summarize key decisions and action items from an IEP meeting, creating a written record so everyone is on the same page.

Subject: Follow-Up from [Child's Full Name] 's IEP Meeting on [Date of Meeting]

Dear [IEP Team Chairperson / Members of the IEP Team] ,

Thank you for meeting with me on [Date of Meeting] to discuss the Individualized Education Program (IEP) for my child, [Child's Full Name] . I found the discussion very productive and appreciate the team's commitment to my child's success.

This letter is to summarize my understanding of the key outcomes and action items from our meeting:

Agreed-Upon Services/Accommodations: We agreed to
[list the specific services, goals, or accommodations discussed] .

Action Items: [list tasks assigned to specific people and deadlines] .

Next Steps: We agreed that the new services will begin on [Start Date] .

If my understanding of our agreements is incorrect, or if I have missed anything, please let me know in writing as soon as possible. Thank you again for your partnership in supporting my child's education.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]

TEMPLATE 3

Disputing a Decision Made by the School

Use this letter when you disagree with a decision the school has made regarding your child's evaluation, eligibility, or services in their IEP.

Subject: Letter of Disagreement Regarding [Child's Full Name]

Dear [Principal's / Special Education Director's Name] ,

I am writing to formally state my disagreement with the decision made by the school district on [Date of Decision] regarding my child, [Child's Full Name] .

The decision I am disputing is: [clearly and concisely state the specific decision you disagree with] .

I disagree with this decision because [briefly explain your reasons — be factual and calm] .

I request a meeting with the IEP team to discuss my concerns and work toward a solution that best supports my child's educational needs. I would also like to receive a copy of my parental rights under IDEA, including information on the options for resolving disputes.

I believe that by working together, we can find a positive path forward for my child. Thank you for your attention to this matter — I look forward to hearing from you to schedule a meeting.

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]