

Parent Concerns & Input Letter Template

AdvocateNest - advocatenest.polsia.app

Instructions

Use this template to write a formal Parent Concerns letter to submit at your child's IEP meeting. Under IDEA, your concerns **MUST** be considered by the IEP team. Submitting your concerns in writing ensures they become part of the official record.

Tip: Send this letter to the school 3-5 days **BEFORE** the IEP meeting so the team can prepare to address your concerns. Keep a copy for your records. Send via email and request read receipt.

Letter Template

Date: _____

To (School/District Contact): _____

School Name: _____

School Address: _____

RE: Parent Concerns for IEP Meeting

Student Name: _____

Date of Birth: _____

Grade: _____

Dear IEP Team,

I am writing to share my concerns and input for my child's upcoming IEP meeting scheduled for [date]. As a parent, I want to ensure the team has a complete picture of my child's needs.

My Concerns About Current Progress

(What are you seeing at home? What worries you about school? Be specific.)

What Is Working Well

(Acknowledge successes - this builds goodwill and helps the team know what to continue.)

Changes I Would Like to Discuss

(Additional services? Goal changes? New accommodations? Placement changes?)

Questions I Need Answered

1.

2.

3.

I request that this letter be included in my child's educational record and discussed at the IEP meeting. Please confirm receipt of this letter.

Thank you for your partnership in supporting my child's education.

Sincerely,

Your Name: _____

Phone: _____

Email: _____

This template is from AdvocateNest - advocatenest.polsia.app. Your concerns are protected under IDEA Section 614(d)(3).