



IEP Follow Up Letter

This is an example of how to write a letter to follow up with the school about your child's IEP. You will need to change the details to fit the specifics of your situation.

Jane Parent
123 Any Street
Anytown, MO 54321
jparent@myemail.com

February 25, 2014

Nathan Special, Director of Special Education
Your School District
School Address
City, State, Zip Code

Reference: Your Child's Name
DOB: (date of birth)
School: (school's name)

Dear Mr. Special,

On February 20th, I met with you and your staff to develop an appropriate educational program for my son. Michael has received special education services for two years. Before the meeting, I provided you with a comprehensive psycho-educational evaluation of Michael by Dr. John Psych, an expert in special education. According to his evaluation, after two years of special education, Michael made no progress in learning to read. His self-esteem has been damaged.

On February 20th, Dr. Psych traveled to (*insert school district*) so he could discuss his findings and recommendations with you, your staff, and the IEP Team. At this meeting, he advised you that Michael needs a language arts program that is based on a multi-sensory, sequential approach to reading instruction. Michael learns differently from many children. Michael has dyslexia that was not identified until Dr. Psych evaluated him. Dr. Psych explained that it is not too late to teach Michael to read, but he does require intensive services and specialized remediation. I asked the district to provide this remediation. The gap between Michael's ability and achievement is growing. His self-esteem is dropping.

We must find a way to teach Michael to read and write.

I appreciate your taking the time to attend the February 20th meeting. If you can help, please let me know. We are running out of time. You can reach me at jparent@myemail.com.

Please make this letter and your written response a part of Michael's permanent educational record.

Sincerely,

Jane Parent

cc: Dr. Psych, Special Education Coordinator