

**Sample Letter to Request an IEP Meeting for Child Who Has Behavior Problems**

**Mary Parent  
500 Oak Street  
Centerville, IN 60010  
(899) 555-1234**

November 30, 200x

Mr. Gary Green, Director of Special Education  
Independent School District #1  
Centerville, IN 60010

Reference: Ryan Parent  
DOB: 01/01/96  
School: Stonewall Middle School

Dear Mr. Green:

I am writing to request that an IEP be held for Ryan Parent as soon as possible. He is having behavior problems at school. He was suspended last week for “inappropriate behavior.” The inappropriate behavior included \_\_\_\_\_.

I think Ryan’s educational program needs to be modified to address his unique needs as a child with \_\_\_\_\_.

I am requesting that a functional behavioral assessment be completed before the IEP meeting. I am also requesting that I receive a copy of the functional behavioral assessment and all of Ryan’s school records recording the suspension before the IEP meeting.

Please call me at work (555-9876) or at home (555-1234) to schedule the meeting. If I am not available, please leave a message on my answering machine. I look forward to your call.

Sincerely,

Mary Parent