

Letterhead
Your Name
Your Address
Your email

Date

School Contact Person
School Name
School Address

Re: Your child's name
D.O.B. #/##/##

Dear School IEP Team,

I appreciate your work to develop an effective Individual Education plan (IEP) for my child, _____, so he/she can receive appropriate special education services.

I continue to have concerns about your proposed plan and the way it is being implemented and want to address those concerns.

Summarize concerns (up to about 5 focused on placement and the way staff interacts with him/her in regard to behavior and instruction.

- (Concerns about the way staff is implementing the BIP,
- whether the BIP is capturing all of the relevant strategies that would be helpful at this point.
- IF he is in the appropriate setting with the appropriate goals throughout his day.)

Despite several meetings and ongoing correspondence, we have not been able to come to an adequate agreement regarding these issues. I cannot agree to the way the IEP and BIP are being implemented at the current time. I am therefore requesting and **Independent Educational Evaluation (IEE)** to review the behavior goals and strategies outlined in the BIP and to examine the appropriateness of placement and percentage of time in each educational setting.

It would be important to initiate the process within the next couple of weeks. It is unlikely that at this point in the semester it would be possible to complete the process before winter break. However, with the agreement prepared before school ends this semester, the evaluator can be ready to begin early in the spring semester so we can complete the process and review the report while it is still meaningful this school year. Please respond with next steps to initiate the IEE process.

I look forward to receiving your response. Thank you.

Sincerely,