

Sample Letter Documenting IEP Problem

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

January 2, 2003

Lee Green, Special Education Teacher
Stonewall Elementary School
1000 Central Avenue
Centerville, IN 60010

Reference: Jennifer Parent
Sixth Grade
School: Stonewall Elementary School

Dear Ms. Green:

I am writing to thank you for your telephone call about Jennifer's problems in Mr. Small's class. I appreciate your offer to intervene with Mr. Small on Jennifer's behalf.

I am concerned that Mr. Small is not implementing Jennifer's IEP. As you know, the IEP provides for Jennifer to have a quiet place to go when she is overwhelmed. You assured me that Mr. Small has been advised to follow the IEP. You also advised me that the school would provide a quiet place near Mr. Small's class.

Why does Mr. Small refuse to allow Jennifer to go the quiet place when she is overwhelmed? If she cannot get away when she is overwhelmed, she has behavior problems. She has already been suspended three times this year for behavior problems.

I am confused. The elementary school teachers worked with Jennifer. They taught her communication and social skills. Because of their efforts, she made wonderful progress. We will always feel grateful to these teachers.

The middle school teachers seem to have a "sink or swim" attitude about Jennifer. The IEP team spent hours writing an IEP that would provide Jennifer with an appropriate education. How can a teacher refuse to implement the IEP?

Why does Mr. Belcher think he can teach Jennifer to behave appropriately by suspending her?

Please schedule an IEP meeting to address these issues. You can contact me at work (555-9876) or at home (555-1234) after 6:00 p.m. I look forward to meeting with the IEP team.

Sincerely,

Mary Parent