**PARENT NAMES**

**PARENT STREET ADDRESS**

**PARENT CITY, STATE AND ZIP CODE**

**PARENT EMAILS**

**PARENT TELEPHONE NUMBERS**

February 20, 2022

[INSERT NAME OF PERSON TO WHOM BEING SENT0

STREET ADDRESS OF PERSON

CITY, STATE AND ZIP CODE OF PERSON]

Re: [INSERT NAME OF STUDENT]; Date of Birth: [INSERT DATE OF BIRTH OF STUDENT]

Dear [INSERT NAME OF PERSON TO WHOM LETTER IS BEING SENT]:

 Our child is eligible for special education and the IEP with the District was [INSERT DATE]. Although we could not agree with that IEP, and do not agree with that IEP, we do wish to ensure that our child has an annual IEP with the [INSERT NAME OF YOUR DISTRICT] as required by law.

 We are specifically asking that an annual IEP meeting be held for our child to plan a program for our child for the summer of 2022 and the 2022-2023 school year.

Sincerely,