

SAMPLE LETTER
IEP TAPE RECORDING

March 1, 2009

Principal
Palisades Elementary

Dear Principal:

I am writing in regards to the upcoming IEP for my child, XXX, a proposed special education student.

My child's date of birth is XXX. He/she is in the xx grade. He/she is attending this school. I am the parent of Child. My residence address and telephone number are XXX.

This letter is give written notice that we will be tape recording the IEP meeting.

Thank you for your anticipated cooperation in this matter. I look forward to meeting with you to develop an appropriate educational program for Child.

Yours truly,

Parent