

Application for Individualized Education Plan (IEP) Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[School District's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name] or [Special Education Coordinator's Name],

I am writing to formally request an evaluation for my child, [Child's Name], who is currently in [Grade/Class Name]. I believe that [he/she/they] may require an Individualized Education Plan (IEP) to address [his/her/their] specific learning needs and support [his/her/their] academic success.

[Briefly describe the child's challenges, any relevant diagnoses, and why you think an IEP is needed.]

I would appreciate it if you could provide me with the necessary information on the next steps to begin this assessment process. Please let me know how we can work together to ensure that [Child's Name] receives the support [he/she/they] needs.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]