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|  | **Sample Letter Requesting an IEPT** |  |  |  |
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|  | This letter should be used to tell the school you want to hold another IEPT for your child. Be sure to keep a copy for your records.  When to use this:   * When there is something missing from the plan * When the plan is not being followed * When you believe that your child needs more or different support, in order to be successful   (Date)    (Name of Principal)  (Name of School)  (Address of School)  (City), (MI) (Zip Code)    Dear (Name of Principal):  I am the parent of (Name of Child), (Date of Birth) . I am requesting that an IEPT be convened to review my child's educational program. I am concerned about (describe why you want an IEPT meeting, briefly)  Please contact me so that the meeting can be scheduled as soon as possible, at a mutually agreeable time and place. Before the meeting, please send me a copy of the school's IEPT form.  Thank you for your help. I look forward to hearing from you within the next 5 school days.  Sincerely,  (Parent/Guardian Name)  (Address)  (City), (MI) (Zip Code)  (Phone Number)  (Email Address) |  |  |  |