**[Sample Letter for Requesting Appropriate Services]**

[Parent’s Name]

[Date]

To: Special Education Director

[School District]

As a parent of [child’s name and grade] at [child’s school] and as a member of the IEP Team, I am requesting **appropriate** services for my child under FAPE (Free **Appropriate** Public Education). I understand that schools are mandated to provide **appropriate** services, supports and placement for my child.

Detailed summary of my request for **appropriate** services, supports and placement.

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I ask that this information is added to my child’s IEP under Parent Input and that I also receive a written response to my request (s) within 7 business days.

Respectfully,

[Parents signature]

[Phone number and email]