

Put Your Concerns in Writing

The parent concerns section of an IEP is usually a few lines someone types while the meeting keeps moving. This letter puts your concerns in your own words, and asks the team to attach it to the IEP so it stays with the document all year. Copy it, fill in the **teal** blanks, and send it to your child's case manager 3 to 5 school days before the meeting.

✦ **Short is stronger.** Keep it to one page. Pick your top two or three concerns, not every worry from the last year.

Subject: Parent Concerns for [Child's name]'s IEP Meeting on [date]

Dear [Case manager's name] and the IEP team,

Thank you for meeting with us on [date]. I'm sending my concerns ahead of time so the team can consider them while we plan, and so we can use our time together well.

Please attach this letter to [Child's name]'s IEP.

What's going well:

- [e.g., Loves science and talks about her lab group every night]

What I'm concerned about:

- [e.g., Homework takes 2+ hours most nights and she finishes about half]
- [e.g., Missing math assignments went from 2 to 11 this quarter]
- [e.g., Says she doesn't know what her accommodations are, so she doesn't use them]

What I've tried at home:

- [e.g., A daily planner check, which helped for about two weeks]

What I'd like us to talk about:

- [e.g., How her current goals are being measured]
- [e.g., Support for starting and finishing long assignments]

[One or two sentences about who your child is. Something they love, something they're proud of.]

I'm looking forward to working on this together. Please confirm you've received this letter and that it will be attached to the IEP.

Sincerely,

[Your name]

[Phone] · [Email]

[Date]

Before you hit send

- ✦ **Ask for it to be attached.** Say it in the letter, then say it again at the start of the meeting.
- ✦ **Numbers beat adjectives.** “11 missing assignments” gives the team something to plan around. “She's struggling” doesn't.
- ✦ **Start with what's going well.** It shows the team you see your whole kid, and it sets a working tone from the first minute.
- ✦ **CC yourself.** It date-stamps the letter in your own inbox.
- ✦ **Bring copies.** One for you, one for anyone at the table who didn't read it ahead of time.

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If You Disagree After the Meeting

You can agree to parts of the IEP and still put your disagreement in writing. A short parent statement, attached to the IEP, creates a record of what you raised and when. Copy it, fill in the **teal** blanks, and send it to your child's case manager.

Subject: Parent Statement for [Child's name]'s IEP, [meeting date]

Dear [Case manager's name],

After our meeting on [date], I want to put a few points in writing. Please attach this statement to [Child's name]'s IEP.

I agree with:

[e.g., The new reading goal and the extended time accommodation]

I don't agree with:

[e.g., Reducing resource support from 5 days to 3]

Here's why:

[e.g., Her reading progress report shows she's still below her goal]

What I'm asking for:

[e.g., Prior Written Notice explaining the decision, or a follow-up meeting by (date)]

Thank you,

[Your name]

[Date]

Before you hit send

- ✦ **You can sign and still disagree.** Signing the IEP doesn't erase your concerns. This statement puts them on paper.
- ✦ **Use numbers and documents.** Point to a progress report, a work sample, or a count. "Still below her goal" carries more weight than "not working."
- ✦ **Ask for it to be attached.** Say it in the statement so it stays with the IEP all year.
- ✦ **CC yourself.** It date-stamps the statement in your own inbox.

✦ Not sure what to ask for?

You don't have to do this alone. Every family starts with a free 15-minute Discovery Call to figure out what your student needs. Book yours at springboardadvocacy.com/contact

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