



**First Sample Letter**  
When School Does Not Deliver IEP Services

**[Insert Date], 2014**

Mr./Ms. **[Insert Name of School District Contact Person]**  
**[Insert School District Address]**

Re: **[Student's Name]**  
Date of Birth: **[Insert Date of Birth]**  
Student ID #: **[This is at the top of the IEP]**

Dear **[Insert Name of School District Contact Person. This is at the top of the IEP.]**:

My **[son/daughter]**, **[Student's Name]** is a special education student at the **[Insert Name of School]**. I am writing to express concern that **[Student's Name]** is not receiving the **[insert name of service]** that is on the IEP. I am enclosing a copy of the Service Delivery Page of **his/her** IEP.

**[Student's Name]** is not receiving these services. To date, **she/has** has missed **[insert number]** sessions. Please let me know when we can schedule a meeting to discuss this and when the Team will arrange to make up the **[insert number]** sessions **[Student's Name]** has missed. Please note that any letter to me must be translated into my native language, which is **[Spanish, Vietnamese, etc.]**

Sincerely yours,

**[Name of Parent or Guardian]**