EMAIL SCRIPTS

Five emails for when you disagree with the school

Copy, fill in the brackets, and send. A written record does more for you than any argument at the table.

Keep every one short and factual. Name what you disagree with, say what you are asking for, and attach anything that supports the request. Save every reply.

1. Naming the disagreement

Subject: Concerns about [child]'s IEP and a request to talk

Dear [Case Manager],

I am writing about [child]'s IEP. I disagree with [the decision to remove the reading goal], because [one or two sentences on what the plan says and what you are seeing at home].

I am asking the team to [add a reading goal and review the service minutes], and to meet so we can talk it through. [I have attached the report from [provider] and work samples from home.]

Thank you,
[Your name]
[Phone and email]

2. Confirming a phone call in writing

Subject: Confirming our conversation about [topic] on [date]

Dear [Name],

Thanks for talking with me this morning about [the reading goal in my child's draft IEP]. My understanding is that [the school considers the goal covered by classroom instruction]. Did I get that right?

If that is accurate, could you confirm it in writing? I want to make sure I am tracking the plan correctly.

Thank you,
[Your name]

BEFORE YOU SEND

Put the date in the first line. Keep to one ask per email. If the answer came on the phone, send the follow-up the same day, while it is still fresh for both of you.

3. Requesting an IEP meeting

Subject: Request for an IEP meeting about [topic]

Dear [Case Manager],

I am requesting an IEP meeting to talk about [adding a reading goal, and the data behind removing it]. I would like to review [the progress data and the draft IEP] with the team.

Please let me know a few dates that work. If a draft is available before the meeting, I would appreciate receiving it in advance.

Thank you,
[Your name]

4. Requesting prior written notice

Subject: Request for prior written notice: [decision]

Dear [Name],

On [date], the team decided [not to add a reading goal]. I am requesting prior written notice for that decision. Please include what the school proposed or refused, the reasons for it, and the evaluations, records, or other factors the team relied on.

Thank you,
[Your name]

5. Requesting an independent educational evaluation

Subject: Request for an independent educational evaluation

Dear [Name],

I disagree with the [speech-language] evaluation completed on [date]. I am requesting an independent educational evaluation at public expense, under 34 CFR 300.502.

I disagree because [one or two sentences]. Please let me know the district's process and any criteria for independent evaluators, and whether the district will fund the evaluation or request a due process hearing.

Thank you,
[Your name]

Not sure which email you are on?

Book a free 15-minute consultation at MyAccessAdvocacy.com

Karlie Libraro, M.S., CCC-SLP EDUCATIONAL ADVOCATE | ACCESS EDUCATIONAL ADVOCACY