

Pre-IEP Meeting Email Templates for Parents

Send these 1-2 weeks before your meeting to set yourself up for success

Template 1: General Pre-Meeting Email

Use this for routine IEP meetings

Subject: Questions and Information for [Child's Name]'s IEP Meeting on [Date]

Dear [IEP Team Coordinator/Case Manager Name],

I hope you're doing well! I'm looking forward to our IEP meeting for [Child's Name] on [Date] at [Time]. To help make our meeting as productive as possible, I wanted to share some questions and information ahead of time.

Questions I'd like to discuss:

1. **Progress on current goals:** How is [Child's Name] doing with their current IEP goals? I'd love to see specific data or examples of their progress.
2. **Areas of concern:** I've noticed [specific behavior/academic challenge] at home. Are you seeing similar patterns at school?
3. **Services and support:** How are the current [speech therapy/OT/behavioral support/etc.] services working? Are there any recommendations for changes?
4. **Transition planning:** What support does [Child's Name] need to be successful as they move to [next grade/next school/post-graduation]?

Information I'd like to share:

- [Brief description of any concerns, progress you've seen at home, outside evaluations, etc.]
- I'll be bringing [reports/work samples/documentation] to share with the team

Please let me know:

- Will all team members be able to attend? If not, can we reschedule?
- Can you please send me any new progress reports or data before the meeting?
- How much time have we scheduled? I want to make sure we have adequate time to discuss everything.

Thank you for all you do to support [Child's Name]. I'm grateful to work with such a dedicated team.

Looking forward to our meeting,

[Your Name]

[Your Phone Number]

[Your Email]

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Template 2: Email When You Have Concerns

Use this when you need to address specific problems

Subject: Important Concerns to Discuss - [Child's Name]'s IEP Meeting [Date]

Dear [Team Coordinator Name],

Thank you for scheduling [Child's Name]'s IEP meeting for [Date]. I have some concerns I'd like the team to be prepared to discuss, so I'm sharing them in advance.

My main concerns are:

1. **[Specific concern #1]:** [Brief description with examples]
 - What I'm seeing at home: [specific examples]
 - Questions: [what you want to know/what solutions you'd like to explore]
2. **[Specific concern #2]:** [Brief description with examples]
 - Impact on [Child's Name]: [how this affects their daily experience]
 - What I think might help: [your suggestions]

I'm hoping we can discuss:

- Whether current goals and services are meeting [Child's Name]'s needs
- Possible adjustments to [specific services/accommodations/goals]
- Data showing [Child's Name]'s progress (or lack of progress) in areas of concern
- Timeline for implementing any changes we agree upon

I'm bringing to the meeting:

- [Documentation you're bringing - work samples, outside evaluations, behavior logs, etc.]
- [Name of person attending with you, if applicable]

I know we all want [Child's Name] to be successful, and I'm confident we can work together to address these concerns. Please let me know if you need any clarification before our meeting.

Best regards,

[Your Name]

[Contact Information]

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Template 3: Request for Additional Services

Use this when you want to discuss new or increased services

Subject: Discussion Items for [Child's Name]'s IEP Meeting - Service Considerations

Dear [Case Manager Name],

I'm writing to prepare for [Child's Name]'s upcoming IEP meeting on [Date]. Based on what I'm observing at home and recommendations from outside professionals, I'd like the team to consider some additional support services.

Services I'd like to discuss:

1. **[Service type - e.g., Speech Therapy]**
 - Current level: [Child's Name] receives [current frequency]
 - Concern: [specific challenges you're seeing]
 - Request: [what you'd like - increased frequency, different approach, etc.]
2. **[Service type - e.g., Occupational Therapy]**
 - Reason for request: [specific needs you've identified]
 - Supporting information: [mention any outside evaluations or recommendations]

Questions for the team:

- What data supports or doesn't support these service requests?
- Are there other interventions we should try first?
- How would these services be delivered (pull-out, push-in, group, individual)?
- What would be the timeline for starting new services?

Information I'm sharing:

- [Mention any reports, evaluations, or documentation you're bringing]
- [Any relevant observations from home or community settings]

I understand that service decisions need to be made by the team based on [Child's Name]'s educational needs. I'm hoping we can have a thorough discussion about what support would help them be most successful.

Thank you for considering these requests. I look forward to our collaborative discussion.

Warmly,

[Your Name]

[Contact Information]

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Template 4: Follow-Up on Previous Concerns

Use this when addressing ongoing issues

Subject: Follow-Up Discussion Needed - [Child's Name]'s IEP Meeting [Date]

Dear [Team Coordinator],

As we prepare for [Child's Name]'s IEP meeting on [Date], I wanted to follow up on some concerns we discussed previously that I feel still need attention.

Issues we previously discussed:

1. **[Previous concern]** - discussed on [date]
 - Action taken: [what was implemented]
 - Current status: [is it working? what's still not working?]
 - What I'd like to see: [your suggestions for next steps]
2. **[Previous concern]** - discussed on [date]
 - Progress made: [acknowledge any improvements]
 - Remaining challenges: [what still needs work]

New questions that have come up:

- [Any new concerns or observations]
- [Questions about implementation of previous decisions]

For our meeting, I'd like to review:

- Data showing whether interventions are working
- Whether we need to adjust our approach
- Timeline for seeing meaningful progress
- Any additional support [Child's Name] might need

I appreciate the team's efforts so far and want to make sure we're all on the same page about [Child's Name]'s progress and needs.

Looking forward to our discussion,

[Your Name]

[Contact Information]

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Template 5: Transition Planning Focus

Use this for transition-related meetings

Subject: Transition Planning - [Child's Name]'s IEP Meeting [Date]

Dear [IEP Team],

I'm excited about [Child's Name]'s upcoming IEP meeting on [Date] as we plan for their transition to [next grade/middle school/high school/post-graduation].

Transition areas I'd like to discuss:

1. **Academic preparation:** Is [Child's Name] on track for [next grade level/graduation requirements]?
2. **Independence skills:** What life skills should we focus on this year?
3. **Social preparation:** How can we help [Child's Name] build relationships and social skills for their new environment?
4. **Support services:** What services will [Child's Name] need in their new setting?

Questions for the team:

- What does a successful transition look like for [Child's Name]?
- Are there visits or orientation activities we should plan?
- How will we communicate [Child's Name]'s needs to their new teachers?
- What can I do at home to support this transition?

My observations:

- [Child's Name]'s strengths that will help with transition: [list specific strengths]
- Areas where they'll need extra support: [specific concerns]
- [Their feelings about the upcoming transition, if relevant]

I'm hoping we can create a comprehensive transition plan that sets [Child's Name] up for success in their new environment.

Thank you for your partnership in this important planning,

[Your Name]

[Contact Information]

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Quick Tips for Effective Pre-Meeting Emails

Do's:

- **Send 1-2 weeks before the meeting** to give everyone time to prepare
- **Be specific** about your concerns and questions
- **Stay positive and collaborative** in your tone
- **Keep it organized** with bullet points and clear sections
- **Include your contact information** for follow-up questions

Don'ts:

- **Don't write a novel** - keep it focused and readable
- **Don't be accusatory** - focus on your child's needs, not blame
- **Don't demand specific outcomes** - frame as discussion items
- **Don't copy everyone on sensitive concerns** - send to case manager first

Follow-Up:

- **Confirm receipt** if you don't hear back within a few days
- **Be prepared to discuss** everything you mentioned in your email
- **Bring copies** of your email to the meeting for reference

Customization Tips

For your first IEP meeting: Focus on getting to know the team and understanding the process

For annual reviews: Emphasize progress made and goals for the coming year

For emergency meetings: Be clear about the urgency and specific incident/concern

For eligibility meetings: Focus on your child's needs and how they impact their education

Remember: The goal of these emails is to make your IEP meeting more productive and collaborative. You're not trying to solve everything in advance - you're helping the team come prepared to have meaningful discussions about your child's needs.

Your preparation and communication make a real difference in your child's educational experience!