Sample Email to Request an IEP Meeting and/or Call from EC Case Manager

Dear [EC Case Manager or Principal],

I am concerned about my student who has an IEP during this time when schools are closed because of coronavirus. I would like to request an IEP meeting to be scheduled because:

\_\_\_\_ My student is not getting the services they need.

\_\_\_\_ My student is struggling to access the online/distance learning.

\_\_\_\_ My student’s needs have changed.

\_\_\_\_ My student has an IEP annual review meeting or re-evaluation meeting that is due.

\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_ I would like a call from my student’s EC Case Manager to help me understand my student’s services during the coronavirus school closure.

Please contact me at: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_, or at this email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name Date**