**Sample Letter to Document an IEP Concern**

July 9, 2020

Jack Black, Special Education Teacher

Public School District

123 Avenue A

Everywhere, NY 00001

Reference: John Doe DOB: 01/01/01

 School: A Middle School

Dear Mr. Black:

I am writing to thank you for your call regarding John’s problems in Mrs. Green’s class. I appreciate your offer to intervene on John’s behalf.

I am concerned that Mrs. Green is not implementing John’s IEP appropriately. As you know, John’s IEP provides for sensory breaks throughout the day. You assured me that Mrs. Green has been advised to follow John’s IEP and allow for these breaks.

Why does Mrs. Green refuse to allow John to take these breaks when he is overwhelmed? If he cannot take a break when overwhelmed, he has behavior problems. John has already been suspended twice this school year for behavior problems.

I am frustrated. The elementary school teachers worked hard with John. They taught him to communicate when he was feeling overwhelmed and to ask for a break. Because of their efforts, John made great progress and his behavior problems decreased. We will always be grateful for those teachers and their efforts.

Mrs. Green seems to have a negative attitude concerning John. The IEP team spent hours collaboratively creating an IEP that would provide John with an appropriate education. How can Mrs. Green refuse to implement the IEP? Why does she think that suspending John will teach him to behave appropriately?

Please schedule an IEP meeting to address these issues. You can contact me at work (123) 555-1234 or at home (321)555-9876 after 6 p.m. I look forward to meeting with the IEP team.

Sincerely,

Jane Doe