

Your Address  
Your Phone Number  
Date

Principal  
Your Child's School  
Address

Dear :

I am the parent of \_\_\_\_\_, whose date of birth is \_\_\_\_\_.

I hereby request that a Pre-Hearing Conference be set up so that we may discuss concerns I am having with my child's IEP and program. In particular, I am concerned about \_\_\_\_\_.

I understand that the under state law, the PHC must be held within 10 days of my request. Within the next 2 weeks, I will be available for a conference \_\_\_\_\_.

[I would like to see and get copies of my child's school records prior to the conference date. Please let me know a convenient date and time.]

Please contact me at your earliest convenience to let me know the date and time for the PHC.

Thank you.

Sincerely,

Your Name

cc: Special Education Director