

HOW TO REQUEST AN IEP REVIEW MEETING FOR PRESCHOOLERS



You can ask for a Committee on Preschool Special Education (CPSE) meeting at any time, in addition to your annual. This is known as a Requested Review Meeting. The Individualized Education Program (IEP) team gathers at this meeting to review your child's IEP and decides if it still meets his or her needs. Your request should always be done in writing. Make sure you get a confirmation that your request was received.

Below is a sample letter. Replace **blue, bolded type** with your information.

Committee on Preschool Special Education (CPSE)
District Number
Address
CC: District CSE Chairperson

Re: **Child's name, date of birth and Local ID number**
Name of Preschool or Early Childhood Program Your Child is Attending
Preschool/Program Address

Date

Dear **Name of CPSE Administrator,**

I am writing to ask for a Requested Review of my child's IEP. I would like to discuss making some potential changes on **child's name** IEP because:

Some reasons you may include are:

- My child has made substantial progress and his or her current placement is no longer appropriate.
- My child has met all of his or her goals and they need to be updated.
- I have new information for your consideration (this can be from private evaluations).
- My child is currently not making progress or is regressing.
- I have concerns about the supports and services that my child is receiving/is not receiving.

I am available to meet with the members of the IEP team on **enter dates and times when you are available**. Please let me know what date and time works for you. If you are unavailable on these dates, please let me know when you are able to meet.

I look forward to hearing from you soon.

Sincerely,

Your name
Your address
Your telephone number
Your email address