

# School Communication Email Templates

Copy, Customize & Send — 5 Templates for Common Situations

How to use these templates: Copy the text, replace the [bracketed items] with your details, and send via email. Always keep a copy for your records. Written communication creates a paper trail that protects your child's rights.

## Template 1: Requesting an IEP Meeting

Subject: Request for IEP Meeting – [Child's Full Name]

Dear [Special Education Coordinator],

I am writing to formally request an IEP meeting for my child, [full name], who is currently in [grade/class] at [school name]. I am making this request under my parental rights under IDEA.

I would like to discuss [briefly state 1-2 specific concerns].

I am available [list dates/times], but I am happy to work with the team's availability. Please let me know the next steps for scheduling.

Thank you for your attention to this matter.

[Your Name]

[Date]

## Template 2: Following Up After a Meeting

Subject: Follow-Up – IEP Meeting [Date]

Dear [Team Members],

Thank you for meeting with us on [date] to discuss [child's name]'s IEP. I want to confirm my understanding of what was discussed and agreed upon:

- [Agreement 1]
- [Agreement 2]
- [Action item and who is responsible]

Please let me know if I have missed anything or if any of the above does not match your understanding. I look forward to receiving the updated IEP document.

[Your Name]

[Date]

## Template 3: Reporting a Concern

Subject: Concern Regarding [Specific Issue] – [Child's Name]

Dear [Teacher/Coordinator],

I wanted to bring to your attention a concern regarding [specific issue]. [Child's name] has been [describe what you have observed or what your child reported].

I would like to understand what is happening during the school day and discuss how we can address this together. Would you be available for a brief call or meeting this week?

Thank you for helping me understand the situation.

[Your Name]

[Date]

## Template 4: Service Not Being Provided

Subject: [Therapy Type] Services – [Child’s Name]

Dear [Special Education Coordinator],

I am writing to follow up on [child’s name]’s IEP-mandated [therapy type] services. The current IEP specifies [X sessions per week of Y minutes]. Based on the therapy log, [child’s name] has received [actual number] sessions in the past [time period].

I understand that scheduling challenges can arise. I would like to work with the team to ensure these services are delivered as specified and to discuss a plan for making up missed sessions.

Thank you for your attention to this.

[Your Name]

[Date]

## Template 5: Requesting an Evaluation

Subject: Request for Evaluation – [Child’s Full Name]

Dear [Special Education Coordinator],

I am writing to formally request a comprehensive evaluation of my child, [full name, date of birth], for special education services under the Individuals with Disabilities Education Act (IDEA).

I am concerned about [briefly describe concerns: speech/language development, social interaction, behavioral challenges, academic progress, sensory processing, etc.].

I understand that the school has [state-specific timeline, typically 15-30 school days] to respond to this request. Please provide written confirmation of receipt and the next steps in the evaluation process.

Thank you.

[Your Name]

[Date]

### Pro Tip

*Always follow up verbal conversations with a written email confirming what was discussed. Start with: “As discussed in our conversation on [date], I am confirming...” This creates a paper trail and activates legal timelines for formal requests.*