

Date (include month, day, and year)

Name of Principal

Name of School

Street Address

City, State, Zip Code

Dear (Name of Principal),

My (son/daughter), (child's name) is in the (number of grade) grade at (name of school), in (teacher's name) class. (He/She) has been found eligible for special education and receives special education services through an IEP.

I am writing to request compensatory education for missed and/or inadequate IEP services. Under (child's name), (she/he) receives the following specially designed instruction (SDI):

[List SDI—Type of service to be provided, and how many minutes are to be provided]

Due to (reason, i.e. school closure, remote learning, absent instructor, improper instruction), (child's name) did not receive the due amount of SDI.

Here is the amount of SDI due according to my calculations

[List SDI minutes missed]

I am requesting that the IEP team meet to discuss how compensatory instruction will provided. I can arrange to meet with you and the other members of the IEP team on (list days you are available) between (give a range of time, such as between 2:00 and 4:00 PM). Please let me know what time would be best for you.

I look forward to hearing from you within five school days of the date from which you receive this letter.

Sincerely,

Your Name

Street Address

City, State, Zip Code

Daytime telephone number