

JOHN C. PARENT

Example Letter: Requesting an Individualized Education Plan

URGENT MEMO---RESPONSE REQUESTED IMMEDIATELY!!!

May 20, 2002

Mr. John C. Principal
Best Public School
123 Schooltown Road
School Town, NJ 08875

Dear Mr. Principal,

On May 18, 2002, our daughter, Suzanne Best, was diagnosed with Ewing's Sarcoma, a rare, aggressive, and malignant form of bone cancer found primarily in children.

The recognized treatment of this disease consists of chemotherapy, radiation, and surgery over a period of approximately one year. During the course of treatment, Suzanne may experience nausea, fatigue, low blood counts, and susceptibility to infection among other side effects, and she will need to be absent from school for a significant number of days.

Please consider this a request under the Individuals with Disabilities in Education Act (IDEA) request for you to develop an Individualized Education Plan (IEP) for Suzanne at the earliest possible date. Children with cancer qualify for special education services under the disability category "Other Health Impaired (OHI)". The IEP offer a Free and Appropriate Education (FAPE), and should necessarily involve at a minimum appropriate tutoring in the hospital and at home, and communication and coordination with the regular classroom.

I look forward to discussing this with you and meeting you at the IEP meeting. Please contact me at your earliest convenience to schedule this date.

Thank you very much.

Sincerely,

John C. Parent

cc. District Special Education Services Director, and District Superintendent

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