

Your Name  
Street Address  
City, State, Zip Code  
Telephone number  
E-mail Address

Date

Administrator's Name  
Title  
School Name  
School Address  
City, State, Zip Code

Re: Request for a copy of your child's name's proposed IEP in Spanish

Dear Mr./Ms. Administrator's Last Name,

I am requesting a copy of my child's proposed IEP be provided to me in Spanish, my primary language, pursuant to 5 C.C.R. § 3040(a).

As you know, pursuant to 34 C.F.R. § 300.9(a), consent means that "[t]he parent has been fully informed of all information relevant to the activity for which consent is sought, in his or her native language, or through another mode of communication" and that "[t]he parent understands and agrees in writing to the carrying out of the activity for which his or her consent is sought, and the consent describes that activity..."

I will be unable to provide my consent until the proposed IEP is provided to me in Spanish. To ensure that my child receives a free and appropriate public education, please provide these records to me in hard copy or in digital format as soon as possible.

Thank you for your prompt response.

Sincerely,

Your name, relation to child