

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 an Interpreter for IEP meeting for your child's name

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

I am requesting a Spanish translator to be at the IEP pursuant to 34 C.F.R. § 300.322(e) and Cal. Ed. Code § 56341.5(i).

Per 34 C.F.R. Sec. 300.9(a), consent means the parent has been *fully* informed, in parent's native language, of *all* information relevant to the activity for which consent is sought. Please ensure that the interpreter is qualified to translate and has a working understanding of the IEP process/terminology, as I have had frustrating experiences with unprofessional and inexperienced translators in the past. This will help ensure that I am able to give informed consent to the IEP.

Thank you for your prompt response.

Sincerely,

Your name, relation to child