

## IEP Withdrawal Letter

Address

Date

Dear Sirs:

We are formally withdrawing our child, \_\_\_\_\_ from his IEP. Our child's needs will be privately met. Should you wish to contact us about this, you may write us at the above address.

Thank you very much.

Signature

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**[Be sure to delete the instructions below if you use this sample form for your letter]**

***Parent instructions:** It is best to mail this letter via certified mail and keep a copy of the letter for yourself. Mail this letter to the school the child has attended and to the attention of the Head of the Special Education Department.*

***Note from HSLDA Special Needs Coordinators:** It is important to insist that the school district put any communication with you in writing. If the school district sends you a response via mail that you are concerned about, call HSLDA (540-338-5600) and ask to speak with the legal department. Be sure to have your HSLDA account number to give to the HSLDA receptionist who answers your call.*

***It is important for the parent to make sure that their child's needs are being met.***