

Example Notice to Record Letter

In California this letter must be received at least 48 hours before the IEP meeting.

Name
Address
Phone number

Date

Principal
School
Address

Re: Student's Name (Date of birth: _____)

Dear Principal:

Our (son, daughter), Student's Name, attends School Name in the ____ grade. Student's Name has an IEP meeting scheduled on Date and Time. This letter will serve as notice that we will be making an audio recording of the meeting.

Sincerely,

Name
Mother

Name
Father

cc: _____, School Psychologist
_____, Program Specialist