

Sample Letter

TO REQUEST LANGUAGE ACCESS

You have the right to participate in your child's education by receiving information regarding your child's education in your language.

(Date)

(Name of Appropriate School Personnel or Administrator)

(Title or Position of Person)

(Address of School)

(City, State Zip)

Dear (Name of Appropriate School Personnel or Administrator):

I am the parent of (child's name), who is enrolled at (name of school).

I am requesting that all information regarding (child's) education be provided to me in (language) as soon as possible, and that a qualified interpreter be present at meetings concerning my child. I require this so I may fully participate in all meetings and decision-making regarding (child's) academic and social progress.

To this date, I have not received any information in (language), including but not limited to:

Evaluation reports

IEP

Progress Reports

Letters informing me of meetings

Information on procedural safeguards

Letters informing me of concerns regarding my child's academic and behavior progress, such as suspension letters or letters regarding academic difficulties.

Other

Please ensure that all future correspondence and information regarding (child) is sent to me in (language) and that an interpreter is available at any and all meetings regarding my child. Thank you for your prompt attention to this request.

Thank you.

Sincerely,

(Your Name)

(Address)

(Telephone Number)

