

Tip Sheet

Ask for an IEP Addendum

A Checklist and Sample Email

Check what applies, then fill in each **[red bracket]** to use as a guide.

To: **[Case Manager's Name]**

Subject: Request to update **[Child's Name]**'s IEP

Dear **[Case Manager's Name]**,

I am writing to request a change to **[Child's Name]**'s current IEP, dated **[IEP Date]**. Since the IEP was written, there have been some changes:

Choose all that apply:

- ☐ A new school year, new school, or new classroom setting
- ☐ A new or updated diagnosis
- ☐ Strong progress, such as a goal **[Child's Name]** has already mastered
- ☐ More difficulty with **[reading, writing, behavior, or social skills]**
- ☐ A change at home that may be affecting **[Child's Name]** at school
- ☐ Other: _____

For example, **[one or two specifics, such as an email from a teacher, a writing sample, recent test results, or what you see at home during homework]**.

I would like the team to consider **[the specific change, such as adding reading support, updating a goal, or adjusting an accommodation]**.

I am open to making this change with a written addendum if we both agree, or to meeting if that would work better. Please let me know the next step.

Thank you for your help. I look forward to working with the team.

Sincerely,

[Your Name]

[Phone Number]

Good to Know

You both agree

A change can be made in writing without a meeting only if you and the school both agree. You can always ask to meet.

Check the details

Before you sign, make sure the change, minutes, how often, where, and start date are clear.

Take your time

You don't have to sign on the spot. It's fine to take it home and read it first.

If the answer is no

The school explains its reasons in writing. This is called Prior Written Notice.

An addendum keeps your child's IEP current between meetings.
It does not replace the annual IEP meeting.

