

Sample I.P.R.C Letter

The Principal
Name of School
Address of School

Date

Dear Mr. or Ms (Name of Principal)

Re: (Name of Child) (Date of Birth)

The purpose of this letter is to request that you refer my daughter/son to the school board's Identification, Placement and Review Committee for the purpose of identifying her as an exceptional child and of determining the most enabling educational placement for her/him.

As you know, I have been concerned for some time about (name) difficulties and even though the school has given her some support, I think it is time for me to take action on her behalf.

Thank you for processing this request promptly. I am looking forward to hearing from you soon.

Yours sincerely

(your name)

cc (Superintendent of your Family of Schools)
cc (optional) LDA of Durham Region