Template for Letter Requesting an IPRC

(Be sure to keep a copy of all letters sent to the school as well as notes taken at meetings including the IPRC)

[your address and date]

[name of principal and school address]

[date]

Dear [name of principal]:

We believe that our child [name of child] is gifted and would like for [him/her] to be considered by an Identification, Placement, and Review Committee. We understand that psychological testing may be required to better define [his/her] intellectual abilities.

OR

[He/She] has been tested by [name of psychologist] and we will make the test results available.

We would like to consider placement in [state desired placement i.e. a congregated gifted class.]

Sincerely yours,

[your signature]