

**SAMPLE PARENT LETTER REQUESTING INTERPRETATION AND TRANSLATION SERVICES**

PARENT ADDRESS  
PARENT PHONE NUMBER  
DATE

CASE MANAGER  
CHILD'S SCHOOL  
ADDRESS

Dear \_\_\_\_\_ :

I am the parent of \_\_\_\_\_, whose date of birth is \_\_\_\_\_ and who is a student in the \_\_\_\_\_ grade.

I am making this written parental request under N.J.A.C. 6A:14-2.3(h)(5). I understand that under state regulation, I am a member of the IEP team and that you must respond to my request within 20 calendar days of this letter.

I am a Limited English Proficient (LEP) parent and am not currently receiving communications from the school district in a language that I can understand, namely [PARENT'S LANGUAGE] . I have not received adequate oral interpretation at IEP meetings and have not received important documents, including evaluation reports and IEPs, translated into a language that I understand. As a result, my right to parental information and participation in the development of my child's IEP and special education program has been impaired. I am requesting professional interpretation services and translation of these vital documents, so that I may fully participate in my child's education and provide informed consent.

I am enclosing information from Education Law Center that sets forth the legal obligations of school districts regarding interpretation and translation.

Should you have any questions about this request, please contact me.

Thank you.

Sincerely,

PARENT NAME

cc: DIRECTOR OF SPECIAL SERVICES FOR THE SCHOOL DISTRICT