BROWNWOOD INDEPENDENT SCHOOL DISTRICT
SPECIAL EDUCATION OPERATING PROCEDURES
AMENDING THE IEP WITHOUT A MEETING

Updated 2026

Legal Framework: AMENDMENT WITHOUT A MEETING

Related Resources

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

BROWNWOOD ISD Board Policy along with these *Special Education Operating Procedures* constitute the Policies and Procedures of BROWNWOOD ISD, designed to be consistent with the State policies and procedures developed pursuant to the IDEA. [BROWNWOOD ISD *Special Education Operating Procedures* are not to be for the purpose of creating a requirement that is not otherwise imposed by the Individuals with Disabilities Education Improvement Act ("IDEA"), together with its implementing federal regulations, state statutes and rules, as they shall from time to time be amended, and shall not be construed to create a higher standard than that established by IDEA. These *Special Education Operating Procedures* will be posted on BROWNWOOD ISD's website. These *Special Education Operating Procedures* should be interpreted consistent with the IDEA. BROWNWOOD ISD's *Special Education Operating Procedures* are reviewed and updated, as needed, on at least an annual basis. BROWNWOOD ISD will make timely changes to policies and procedures in response to IDEA amendments, regulatory or rule changes, changes to state policy, or new legal interpretation as are necessary to bring BROWNWOOD ISD into compliance with the requirements of IDEA. BROWNWOOD ISD maintains systems to ensure that all students with disabilities residing in the District, including students with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and provided a free appropriate public education. BROWNWOOD ISD maintains systems to ensure that students with disabilities and their parents are afforded the procedural safeguards required under the IDEA (and its implementing federal regulations, state statutes and rules) including with respect to the confidentiality of records and personally identifiable information.

Can a student's IEP be updated without convening an ARD Committee meeting?

In making changes to a student's IEP after the annual ARD committee meeting for a school year, a parent or guardian and the District may agree not to convene an ARD committee meeting for the purpose of making those changes, and instead may develop a written document to amend or modify the student's current IEP without a meeting. If changes are made to the student's IEP by IEP Amendment without a meeting, the Campus Diagnostician/ ARD Facilitator/ SLP shall ensure that the student's ARD committee and the individuals responsible for the implementation of the student's IEP are informed of those changes. Campus Diagnostician/ ARD Facilitator/ SLP will provide the parent or guardian with Prior Written Notice of the amendments to the IEP.[1]

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[1] OSERS, ***Questions and Answers on Individualized Education Programs (IEPs), Evaluations, and Reevaluations***. Revised September 2011.

Upon request, a parent or guardian shall be provided with a revised copy of the IEP with the amendments incorporated.[2]

LEA Specific Information:

- Campus diagnosticians/ SLPs/ ARD facilitators will ensure that IEP amendments are only completed for items when a full ARD meeting is not required. These individuals will be responsible for contacting the parent about agreeing to an amendment without a meeting and providing written documentation to the parent. Campus diagnosticians/ SLPs/ ARD facilitators
- IEP amendments may be used for minor changes to a student's ARD/IEP. It allows for these changes to be made with meaningful parental participation without holding an ARD meeting. An amendment without a meeting will not be done for eligibility determinations, change of placements, and manifestation determination reviews.
- Proposed changes may not commence until the form is received with the parent signature.
- Campus diagnosticians/ SLPs/ ARD facilitators will notify BISD stakeholders of any changes to the IEP done through an amendment.
- BISD assessment/ ARD facilitator personnel will receive training annually on the IEP amendment process.

STAFF RESPONSIBLE:

District Level: Special Populations Director

Campus Level: Campus Administrator, Campus Diagnostician, Campus Speech and Language Pathologist, Related Service Staff, General Education Teacher, campus Special Education Teacher, ARD Facilitator

TIMELINES:

- Notice of Amendment
- Calendar Invites
- Training on Amendment without a Meeting

EVIDENCE OF PRACTICE:

- Training Artifacts
- Calendar
- Student IEP Documents

[2] 34 C.F.R. § 300.324(a)(6)

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- Notices and/or Invitations to ARD committee meetings
- Telephone logs of calls made and attempted in an effort to convince parents to participate in ARD committee meetings
- Records of written correspondence sent in an effort to convince parents to participate in ARD committee meetings
- Records of visits to the parent's home or place of employment in an effort to convince parents to participate in ARD committee meetings
- Records of communications with parents regarding a proposal to amend a student's IEP without a meeting
- Documents reflecting proposed amendments to the IEP
- Prior Written Notice of amendments to the IEP

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