

OPERATING PROCEDURES	
AMENDMENT WITHOUT A MEETING	

Legal Framework: AMENDMENT WITHOUT A MEETING

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PROCEDURES:

The case manager proposing the change will contact the parents to discuss the proposed change. The IEP amendment will be completed in conjunction with the Campus SPED Coordinator/Case Manager or SLP when applicable.

The proposed amendment to the IEP will go into effect immediately upon receiving written agreement from the parent/adult student to implement the change. This agreement must consist of a signed IEP amendment and a signed five-day notice of proposal of change services indicating the parent/adult student waives their five day right. If the parent/adult student does not agree to waive the five school days before starting services, then the IEP amendment cannot take effect until the five school days have passed. If the parent does not agree or does not return the signed proposed change to the Annual ARD then a revision ARD should be held to discuss issues of concern.

An IEP Amendment should not replace the annual ARD. It is an option in the following situations:

- Changes to state testing accommodations
- Changes to classroom accommodations
- Changes in STAAR
- Changes in transportation supplement
- Changes in personal care supplement
- Changes in related services (not dismissing or initiating)
- Changes in IEP goals
- Changes to physical needs of student
- Documentation of AIP/IPI (except when Academic Learning Committee is required)
- Schedule change that does not change instructional arrangement
- ESY supplement (if eligibility for ESY has been previously establish in an ARD)

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- To correct on error in the IEP that is not supported by other (PWN) (does not change instructional arrangement)

Eligibility determinations, changes of placement, and manifestation determination reviews may not be conducted through the amendment.

Following receipt of the signed IEP Amendment, the Campus SPED Coordinator/Case Manager or SLP will complete the proposed amendment of the IEP by doing the following:

- Ensure all signatures above have been obtained
- Ensure parents have received and agreed to the Notice of Proposal for changed services.
- Attach and archive in eSped all revised pages, including the IEP amendment
- Provide case manager with a copy of the amended IEP paperwork
- Case manager should provide a copy of the amended IEP to all teachers
- Ensure the paperwork is filed in the audit folder
- Mail/Email the final copy of amendment to the parent