

Tip of the Week

Agreement to Amend the IEP Without Convening a Meeting

An IEP may be amended without convening an IEP team meeting upon mutual agreement between the parent and district. The agreement must be in writing and signed by both the parent/adult student ("parent") and the district. If either the parent or district does not agree to amend the IEP without convening a meeting, then a meeting will need to be scheduled and held with appropriate IEP team members.

The following steps must be implemented to amend an IEP without convening a meeting:

1. Identify which section(s) of the IEP need to be amended. IEPs can be amended when there is a change to the content of the existing IEP that is not considered a significant change.
2. Contact parent/adult student and discuss amendments to the current IEP.
3. Document agreed upon changes on the "*Agreement to Amend the IEP Without Convening a Meeting*" form.
4. Upon agreement from parent to amend the IEP, create a Supplemental IEP.
 - Make agreed upon changes.
 - Check the "Amendment" box on the Signature Page. When this box is checked in the electronic IEP system, the only required signature fields are for the Parent and the Special Education Teacher (Case Manager).
 - On the signature line for the required team members (Parent and Special Education Teacher), write "Per Agreement."
 - Describe what was amended on the Team Action page.
5. Print a copy of the amended (Supplemental) IEP.
6. Send the following to the parent:
 - Two (2) copies of the signed "Agreement to Amend an IEP Without Convening an IEP Team Meeting". Parent will keep one copy and return other copy signed to case manager.
 - Amended (Supplemental) IEP, including a copy of the Signature Page, and the Team Action page describing what was amended. If parent requests, send a self-addressed envelope so parent can return one signed copy of the "Agreement to Amend an IEP Without Convening an IEP Team Meeting" form.
7. Upon receipt of signed agreement from parent, lock the consent for the Amended IEP in the on line system. Complete the Meeting Notice with the date the parent signed the Agreement as the Meeting date. File the signed agreement and amended IEP in the student's special education container.



Please see **Special Education Procedure Manual section 5.14** for examples of when this form is appropriate to use. <http://www.sandi.net/Page/64297>