

PINELLAS COUNTY SCHOOLS
EXCEPTIONAL STUDENT EDUCATION (ESE) DEPARTMENT
AGREEMENT FOR CONDUCTING INDIVIDUAL EDUCATION PLAN (IEP) AMENDMENTS

Student Name: _____ Student Number: _____ Date: _____

Florida Administrative Code (F.A.C.) 6A-6.03028 (k) Changes to the IEP. Generally, changes to the IEP must be made by the entire IEP Team at an IEP Team meeting and may be made by amending the IEP rather than by redrafting the entire IEP. However, in making changes to a student's IEP after the annual IEP meeting during the school year, the parent and the school district may agree not to convene an IEP Team meeting for purposes of making those changes, and instead may develop a written document to amend or modify the student's current IEP. If changes are made to the student's IEP without a meeting, the school district must ensure that the student's IEP Team is informed of those changes.

A. Procedure

- ☐ Review document at the annual IEP development meeting
 - o Date of annual development meeting: _____
 - o Date of Agreement form completion with parent: _____
- ☐ The Agreement is valid for the IEP annual validity period (must be updated with every annual IEP)
Duration date for this written document: _____
- ☐ The written document is valid only with the student's current LEA representative
LEA Representative: _____
- ☐ If a change is necessary, LEA (name above) will contact parent/guardian/adult student prior to making the change. The preferred contact is:
 - o Telephone (contact number) _____
 - o Email (Email address) _____
 - o Other _____

B. Amendment/Modification to a Student's IEP Without Convening a Meeting

- If a change is necessary, section A: Procedures are completed in advance
- LEA contacts parent prior to making the amendment or modification to the student's IEP. After informing the parent of the proposed change, parent may provide consent to use the document or request an IEP meeting. The notification and parent response are documented (email, conference report form or other) and included in the student's educational record.
- A Notice of Meeting is not required; the Agreement is a procedure and not a meeting
- If parent agrees, the LEA amends or modifies the applicable areas of the student's IEP:
 - o LEA summarizes the changes in the IEP Conference Notes
 - o "IEP amended without meeting per LEA and Parent agreement" is entered into parent signature line on the Meeting Participants page
 - o LEA prints name and signs the IEP Meeting Participant Page
 - o IEP is finalized, copies disseminated
 - o Prior Written Notice (PWN) is completed, if applicable and copies disseminated
 - o The LEA informs the IEP team of the changes

C. The Agreement form is not used in these circumstances

- Significant change (to or from) in LRE (Regular, Part-Time, Full-Time)
- Change in school
- Change in standards (Florida Standards to Florida Alternate Standards or to Access curriculum)
- Change in LEA

D. Parent/Guardian/Adult Student Consent

Parent/guardian/adult student written consent allows the LEA to contact parent, request use of the written Agreement document, and amend or modify the student's IEP. Although an Agreement for Conducting IEP Amendments is on file, parent or LEA may request an IEP meeting.

Parent/Guardian/Adult Student Signature _____ Date _____

LEA Representative Signature _____ Date _____

Original - Staffing Folder Copy - Parent/Guardian/Adult Student Copy – Case Manager Scan - ese_filling