OPERATING PROCEDURES

AMENDMENT WITHOUT A MEETING

Kirbyville CISD **121905**

Template update October 2024

Legal Framework: AMENDMENT WITHOUT A MEETING
Related Resources
Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

PROCEDURES:

- An IEP can be amended without an ARD committee meeting if the changes are agreed upon by the parent and the district and do not involve eligibility determination, changes to the educational placement, or manifestation determination reviews.
    - An IEP Amendment is a written document to amend or modify the student's current IEP without a meeting.
    - The evaluation personnel or ARD facilitator will ensure that all individuals responsible for the implementation of the student's IEP are informed of any changes.
    - The parent or guardian has the right to request an ARD meeting.
- The campus administrator, ARD facilitator or evaluation personnel will be the person to contact the parent about agreeing to an IEP amendment without a meeting. The ARD facilitator or evaluation personnel will be responsible for proving written documentation to the parent.

STAFF RESPONSIBLE:

District Level: Special Education Director

Campus Level: Campus Administrator/ARD Facilitator/Evaluation Personnel

TIMELINES FOR AMENDMENT WITHOUT A MEETING:

- Training on Amendment without a Meeting

EVIDENCE OF PRACTICE:

- Training artifacts (i.e., sign-in sheets, agendas, etc.)
- Documentation of amendments without a meeting
- Documentation of parent agreement to an amendment without a meeting

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