

# Amendment Without a Meeting

Fort Sam Houston ISD (FSHISD)

015914

## Legal Framework: Amendment without a Meeting – FAPE

After a student's annual ARD meeting changes may be made to a student's Individual Education Plan (IEP) through an IEP amendment rather than convening an ARD meeting. In order to Amend an IEP, the parent of the child with a disability or adult student and FSHISD school must agree not to convene an ARD committee meeting for the purpose of making changes to the IEP. FSHISD must develop a written document to amend or modify the child's current IEP. FSHISD will schedule an ARD meeting, if the parent or adult student does not agree to amending the IEP and/or would prefer to discuss the changes in an ARD meeting. Eligibility determinations, changes of placement, and manifestation determination reviews may not be conducted through an amendment and must be conducted in an ARD committee meeting.

### Procedure

- The Special Education Campus Coordinator will inform the parent of the child with a disability what items in the student's IEP need to be amended.
- If the family agrees to amending the student's IEP without convening an ARD meeting then the Special Education Campus Coordinator will complete the ARD Amendment, document the family's agreement, make the changes to the student's IEP, and provide a copy of the ARD Amendment and amended portions of the IEP to the parent.
- The Special Education Campus Coordinator will archive the IEP Amendment into the student's record and inform the ARD committee members of the changes.
- Upon request, the parent must be provided with a revised copy of the entire IEP with amendments incorporated.
- The Amendment to the IEP will take effect 5 days after the family agrees to the changes, unless the family agrees to waive the five-day notice period.