

AMENDMENT WITHOUT A MEETING

ALIEF MONTESSORI COMMUNITY SCHOOL

101815

Template update May 2020

Legal Framework: AMENDMENT WITHOUT A MEETING

[Related Resources](#)

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

POLICIES AND PROCEDURES:

Following a child's annual ARD/IEP meeting, changes to the ARD/IEP meeting may be considered for circumstances outside of an MDR, Change of Placement or Eligibility Determinations. Circumstances for using an amendment may include, but is not limited to:

- Addition or changes to a child's goals and objectives
- Addition or changes to a child's classroom accommodations
- Addition or changes to a child's STAAR testing or accommodations (excluding changing from STAAR to STAAR Alt 2)
- Addition or changes to a child's LPAC accommodations
- Changes to a child's schedule of services that does not constitute a change of placement

Circumstances in which an amendment cannot be used may include, but is not limited to:

- Holding an MDR
- Changing a student's placement
- Determining eligibility
- Development of an Intensive Program of Instruction (IPI)
- Addition or removal of special transportation

An Amendment without a Meeting can occur at any time during the IEP year but should not take place if a child's Annual ARD/ IEP has expired. An Amendment also cannot occur if the child is transferring into the district and has not yet had an Annual ARD in our charter school. When a change to the child's annual ARD/IEP meeting is needed and the change required can be made using an Amendment without a meeting, the Campus Special Education Representative (CSER) will:

1. reach out to the team members it impacts (i.e., teacher, SLP, etc.).
2. contact the parent to propose the change to the IEP. Prior to moving forward with the proposed change, permission to implement the change without convening an ARD meeting should be gained. They will use the Parent Contact Log to document the conversation.
3. draft the amendment paperwork with the approved changes. The required components include:

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- Parent agreement to make changes without convening an ARD
 - Date of Annual ARD/IEP meeting
 - Date of parent communication and who communicated with the parent
 - Changes proposed and documentation on the appropriate eSped pages
 - Deliberations
 - Prior Written Notice
 - Parent waiver to implement services immediately
4. obtain signatures of the administrator, special education personnel, and parent. If changes to any related services are made, the related service provider will also sign the amendment.
 5. archive the amendment once completed.
 6. send out the changes to the campus staff and obtain signatures of receipt
 7. provide the parent a copy of the Amendment paperwork.

STAFF RESPONSIBLE:

District Level: Special Education Director

Campus Level: Administrators, Counselors, Campus Special Education Representative (CSER), Teachers, Parents

TIMELINES FOR IDENTIFYING DISABILITY CONDITIONS:

- Legal Framework
- Child Find Process
- Annual Training of special education staff

EVIDENCE OF PRACTICE:

- List of qualified evaluators with appropriate licenses and certifications
- Prior Written Notice of Proposal or Refusal to Evaluate
- Parent Communication Log
- Copy of Amendment ARD