

AMENDMENT WITHOUT A MEETING	
Gregory-Portland ISD	205902

Template update May 2020

Legal Framework: AMENDMENT WITHOUT A MEETING

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Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

PROCEDURES:

- After the annual ARD meeting, the IEP may be amended without an ARD meeting if it does not change the child’s instructional arrangement or eligibility or for a manifestation determination.
- The following statement is included on the deliberations page of annual ARD documents:
**Any amendment to this ARD can only be initiated by G-PISD assessment staff and must be approved in writing by the parent before being implemented.
- If changes are made to the student’s IEP through an ARD amendment, the evaluation personnel staff member must contact the parent and ensure that the ARD committee is informed of the changes via a copy of the documents.

STAFF RESPONSIBLE:

District Level: Director of Special Education

Campus Level: Evaluation Personnel

TIMELINES FOR AMENDMENT WITHOUT A MEETING:

- Training on Amendment without a Meeting
- When necessary

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