

Form #5b - Agreement to Revise the IEP Between Annual Review Meetings

School District: _____ Case Manager: _____

Student's Name: _____ Student #: _____

Date of Birth: _____ Date Sent: _____

Name and Address of Parent/Guardian/Surrogate: _____

PARENTAL AGREEMENT NOT TO HOLD A FORMAL IEP MEETING:

An annual IEP meeting was held on ____/____/____. The Local Education Agency (LEA) and the Parent would like to revise the IEP and have agreed that a formal IEP meeting is not necessary in order to make the changes.

We agree to make the changes to the student's IEP as described in the documents specified below and which are attached to this agreement. We understand that these changes were not made at an IEP meeting. We agree only to the changes described in the attached documents. We understand that this agreement is optional and that the parent can request an IEP meeting at any time to review the IEP. We understand that this agreement can be made only if the changes are not part of an Annual Review of the student's program.

This agreement, made as of ____/____/____, was completed through:

- a face-to-face conversation a telephone conversation a postal correspondence
 an email correspondence with a documented returned confirmation of receipt
 Other: (specify): _____

The authorized LEA staff below has explained to _____ that he or she is not required to enter into this agreement and that they may ask for a formal meeting of the IEP Team to discuss this matter.

Authorized LEA Staff Signature_____/_____/_____
Date

Contact Information:

If you have questions about this document or would like additional information, please contact:
the [Special Education Monitoring Team](#).

The following documents are attached to this agreement:

Revised Pages of the IEP:

Prior Written Notice

Amendments (please specify)

It is expected that, at minimum, a Prior Written Notice and the revised pages of the IEP that will be different as a result of the changes made (e.g. goal and objectives pages, service delivery grid, etc.) will be attached to this agreement as verification of the changes made to the IEP.

Section 614(d)(3)(D) of H.R. 1350, the revised Individuals with Disabilities Education Act, the "IDEA," provides as follows:

AGREEMENT NOT TO CONVENE: In making changes to a child's IEP after the annual IEP meeting for a school year, the parent of a child with a disability and the public agency (school district) may agree not to convene an IEP meeting for the purposes of making those changes, and instead may develop a written document to amend or modify the child's current IEP. Such changes may be made by amending the IEP rather than by redrafting the entire IEP. Upon request, a parent must be provided with a revised copy of the IEP with the amendments incorporated.

Summary and justification for the revisions: _____

The Effective Date of the IEP revision(s) will be: ____/____/____.

If you have any questions or would like to discuss this further, please contact me at:

Phone: _____

Email: _____

Postal Address: _____

Sincerely,

Printed Name: _____

Position: _____

Enclosures: Revised IEP pages (*provided to Parents and IEP Team Members*)