

**Agreement To Amend An Individualized Education Program (IEP)  
Without Convening An IEP Team Meeting**

RE: \_\_\_\_\_  
Student Name ID Number Date of Current Initial or Annual IEP

Dear \_\_\_\_\_

Per the Individuals with Disabilities Education Act of 2004, a parent and a school district can agree to amend an existing IEP without convening an IEP team meeting. On \_\_\_\_\_ we discussed and agreed to amend the IEP for your child you without convening an IEP team meeting. We agree to amend the IEP as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosed is a copy of the current IEP for your child you with the incorporated amendments. Please contact me if you have not received a copy of your Procedural Safeguards ("Rights") for this school year or if you have any questions regarding the enclosed IEP.

Sincerely,

\_\_\_\_\_  
Case Manager Telephone Number

Your agreement to the above must be in writing. Please sign, date and return one copy of this form in the envelope provided and keep the second copy of your records.

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I agree to amend the IEP without convening an IEP team meeting.

\_\_\_\_\_  
Signature of Parent/Legal Guardian or Adult Student Date