

NYC DOE Special Education Operating Procedures Manual

Amending the IEP Without a Meeting

In limited circumstances, an IEP may be changed (“amended”) without an IEP meeting.

An IEP may not be amended without an IEP meeting for:

- **changes to the IEP that require the participation of the school psychologist on the IEP Team;**
- **changes to the student’s program recommendation.¹⁰⁶**

The amendment process may begin with a request from the school/CSE or from the parent. In either case, **no amendment to the IEP without an IEP meeting may be made without the parent’s written consent** to the amendment.

Before an IEP can be amended without an IEP meeting, the proposed change(s) must be described on the **Waiver of IEP Meeting to Amend IEP** form. This form must clearly and specifically describe all proposed change(s), in language understandable to the parent. The Waiver of IEP Meeting to Amend IEP must be sent to the parent, and a member of the IEP team must discuss the proposed change(s) with the parent to ensure that the parent understands the proposed change(s) in full. See SESIS Guide Amending an IEP with Waiver of IEP Meeting for more information.

If the parent does not understand the proposed change(s), does not agree with or does not respond to the proposed change(s), or wishes to discuss them with the IEP team, **the changes cannot be made without an IEP meeting**. If the parent agrees to the changes and returns the signed Waiver of IEP Meeting to Amend IEP, the signed Waiver of IEP Meeting to Amend IEP must be faxed into SESIS, and the agreed upon change(s) are made to the IEP in SESIS. As at the conclusion of an IEP meeting, the IEP and **PWN: Recommendation** must be issued to the parent within 10 business days, and all relevant teachers, related service providers and administrators must be notified of the change(s) made to the IEP and informed of any new implementation responsibilities.

An amendment to the IEP without a meeting does not change the date by which the student’s next annual review IEP meeting must be conducted.

¹⁰⁶If a school/CSE believes an amendment without an IEP meeting is urgently needed for a change to the student’s program recommendation or a change to the IEP that would require the participation of the school psychologist at the IEP meeting, guidance should be sought from the supervisor of psychologists or chairperson on how to proceed.