



# SAN LUIS OBISPO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA

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## **SELPA GUIDE**

### **Addendum (Amendment) to an Existing IEP**

The San Luis Obispo County SELPA has revised its forms to reflect state usage. In so doing, the form previously titled Amendment has been changed to Addendum. Forms with the old language should no longer be used. The documentation of any additional information of that required, either during an IEP or an addendum to an IEP meeting, should be placed on the notes page.

The IEP team using the San Luis Obispo County SELPA Addendum form may modify an existing IEP. An Addendum may add services or decrease services, add or remove a goal (and objectives), and/or change service providers. Changes must be agreed to by the IEP team and the parent or individual who holds educational rights for the child. This document becomes part of the existing IEP.

IDEA - 04 allows that, if the parent, or individual who holds educational rights for the child, and the Local Education Agency (LEA) agree in writing, they may amend an existing IEP without holding a meeting. This process must involve agreement of the person holding educational rights. The San Luis Obispo County SELPA member LEAs/COE requires that a LEA level administrator or designee has input into any addendum to an existing IEP. All addendums developed in this manner must be documented on the SELPA Addendum form and signed by the parent and an appropriate LEA representative.

At no time should a teacher, therapist, or psychologist complete an addendum to an IEP without contacting and gaining approval from the appropriate administrator within their LEA/COE. A professional who has questions concerning this guidance should contact their special education administrator.

*Revised 3/6/06*

District Letterhead

Date: \_\_\_\_\_

Addendum to \_\_\_\_\_ IEP \_\_\_\_\_  
Student's Name Dated

The Local Education Agency (LEA) and Parent or Individual who has educational rights for the student noted above have agreed to amend the IEP noted above without holding a meeting. To agree, you must have authority to permit to this procedure, and complete the section below.

I understand it is my right to have the IEP team present for the purpose of amending my child's IEP and I waive that right. I further understand that both the LEA and myself must agree upon any change to the IEP.

\_\_\_\_\_  
Parent/Individual with Educational Rights Date

I have authority granted by the LEA to agree to complete an addendum with only the Parent/Individual with Educational Rights.

\_\_\_\_\_  
LEA Authorized Representative Date

Copy to Parent  
Copy to Special Education Administrator  
Original to Student File