

**SAMPLE REQUEST:
CONSENT TO AMEND AN IEP WITHOUT A MEETING**

Date:

Name
Address
City, NJ ZIP Code

Dear (Parent's Name):

According to N.J.A.C. 6A:14-3.7(d), an IEP may be amended without a meeting, if you provide written consent to the change(s) being proposed. Your consent is requested to make changes to the IEP of your child, _____. If you do not respond to this request by [date *within 15 calendar days of the date of this letter*], the proposal expires and the change(s) cannot be made to your child's IEP at this time. If you agree with the proposed change(s), your child's IEP will be amended and you will receive a copy of [*an addendum to the IEP or the revised IEP*]. A copy of the short procedural safeguards statement is attached.

Sincerely,

District Representative

Please review the proposed change(s) and indicate your agreement or disagreement by checking the appropriate statement below, signing your name and returning the form to:

(Name, Address)

Proposed change(s): Briefly describe the proposed change(s) to the student's program, placement or services and the reason(s) for the change(s).

List any other options that were considered and the reasons why those options were rejected:

List any procedures, tests, records or reports and factors used to propose the change(s):

___ I give my consent to amend my child's IEP according to the changes that are described above.

___ I do not give my consent to amend my child's IEP according to the changes that are described above.

(Parent Signature)

(Date)

PROCEDURAL SAFEGUARDS STATEMENT:

As the parent of a student, or as an adult student, who has been determined eligible for special education and related services, you have rights regarding the identification, evaluation, classification, the development of an IEP, placement, and the provision of a free, appropriate public education under the New Jersey Administrative Code for Special Education, N.J.A.C. 6A:14. A description of these rights, which are called procedural safeguards, is contained in the document, *Parental Rights in Special Education (PRISE)*. This document is published by the New Jersey Department of Education.

A copy of *PRISE* is provided to you one time per year and upon referral for an initial evaluation, when you request a due process hearing or complaint investigation and when a disciplinary action that constitutes a change of placement is initiated. In addition you may request a copy by contacting (name of office or district personnel) at (phone).

For help in understanding your rights, you may contact any of the following:

(name of school district representative) (phone)

Statewide Parent Advocacy Network (SPAN) at 1(800) 654-7726

New Jersey Protection and Advocacy, Inc. at 1(800) 922-7233

The New Jersey Department of Education through the (name of) County Office, (name of county supervisor of child study), (phone)