



Fairfax County Public Schools
Individualized Education Program

IEP Addendum Without Meeting

DATE: _____
RE: _____
SCHOOL: _____
ID Number: _____

Dear _____,

Changes to a child's IEP after the annual IEP meeting for a school year, can be made without convening an IEP meeting. As an alternative, an amendment to modify the child's IEP can be developed, if agreed upon by the parent and the school team.

On _____ your child's case manager contacted you regarding proposed modification(s) to your child's IEP. At that time, you indicated agreement to the proposed addendum. A copy of the proposed addendum is attached for your review. Please sign your agreement to the proposed addendum on the Notice and Consent form provided and return to your child's school.

If you are no longer in agreement with the proposed modifications to your child's IEP, an IEP meeting will be convened to address any concerns that you have.

A copy of *Your Family's Special Education Rights (Virginia Procedural Safeguards Notice)* was sent to you with notification of your child's previous initial or annual IEP. Please notify your school if you desire an additional copy. If you have questions or desire assistance in understanding the provisions of these procedural safeguards, please contact Due Process and Eligibility at 571-423-4470. Additional copies of this document are available at the school or online at <https://www.fcps.edu/sites/default/files/media/forms/se4.pdf>.

If you need any additional information, or if I may be of further assistance to you, please contact me at _____.

Sincerely,

Enclosures