Instructions to Special Education Forms

Form 5b – Agreement to Revise the IEP Between Annual Review Meetings

The Vermont IEP Form 5b, <u>Agreement to Revise the Individualized Education Program (IEP) between Annual Review Meetings</u>, requires the Local Education Agency (LEA) to identify the date and to describe the method used to contact the parent about the proposed change. A signature from an authorized LEA staff member confirming that he/she informed the parent of their right to choose not to enter into this agreement and, instead, to have a formal meeting to discuss this proposed change must be provided. Direct contact is personal communication and does not include voice mails, but may include e-mails if a response from the parent is documented.

The new Form 5b removes the multiple check boxes and potential areas of change in lieu of space for the LEA to summarize and justify the change(s) to be made to the IEP in a few sentences. There must be an adequate amount of time, determined by the LEA, between the date the parent was informed of the proposed change and the Effective Date of the IEP revision. This period must allow enough time for the parent/guardian to receive the Form 5b notice prior to the implementation of the new IEP.

LEAs are reminded that, with the use of this Form 5b, parents and other IEP Team members must still receive copies of the newly revised IEP pages. For the purposes of special education funding, the correct initiation and duration dates of any new or revised service must accurately reflect the dates when this revision goes into effect. Under no circumstances will LEAs be allowed to back-date a Form 5b that seeks to acquire special education funding on a service that was initiated prior to the proper notification to parents.

As was previous practice, corrections made to IEPs that do not change either the student's educational placement, level of service, goals, objectives, evaluative information, or initiation/duration dates may be completed without the use of Form 5b or a formal meeting.