

DATE SENT/DELIVERED:

AMARILLO INDEPENDENT SCHOOL DISTRICT
SPECIAL EDUCATION DEPARTMENT

DATE RECEIVED FROM
PARENT:

AMARILLO, TEXAS
NOTICE OF PROPOSED CHANGE/ AGREEMENT TO CHANGE

DATE CHANGE EFFECTIVE:

REQUEST FOR PARENT AGREEMENT TO MAKE A CHANGE IN EDUCATIONAL PROGRAM

TO _____

STUDENT _____ SCHOOL _____

We know your child's education is important to you and you want to continue to be involved in planning his/her program. At the last meeting we held to talk about your child's educational program (ARD) held on _____ we made several decisions. Because we are also concerned about your child's educational program, we would like to make a change. This change will not affect your child's eligibility for special education services nor is it a major change in his/her program. It is possible to make this change without having a meeting but we want to be sure you understand what change we want to make and that you agree to our making the change.

Change proposed:

Reason for change:

Administrator signature

Date

What should you do?

If you understand the change we are asking to make and give us permission, you should throw away the Invitation to a Meeting you received with this request, check "YES" on each of the statements below, sign and date this Request for Agreement and return it to your child's school. We will make that change without having an ARD committee meeting and will send a written confirmation to you.

YES NO

- I understand the change you want to make in my child's educational program.
- I give my permission for the change to be made without having a meeting.

Parent/Guardian Signature

Date

If you have questions you would like to ask before deciding about this change, questions about this Notice of Proposed Change, or if you would like a copy of the Notice of Procedural Safeguards (which explains the rights of the parent of a child with a disability), please call:

PERSON

POSITION

PHONE

If you do not agree to our making this change or want to have an ARD meeting to talk about it, we have scheduled a time for the meeting and have included your invitation to that meeting with this request. Please sign and return the second page of the Invitation to a Meeting (Notice of ARD Meeting) indicating your acceptance of the suggested time or your need to schedule a different time. We will be happy to try and reschedule the ARD committee meeting for another mutually convenient time if necessary.