



**Hudson Public Schools**  
**Office of Pupil Services**  
Catherine Kilcoyne  
155 Apsley Street  
Hudson, MA 01749  
(978) 567-6112 (978) 567-6127

April 9, 2014

Dear Parents and Guardians,

This week a practice has come to light in the Office of Pupil Services regarding the paperwork used for amending IEPs without reconvening the Team. In an effort to be transparent, I want to share with you what the practice has been and the steps to correct this practice.

**Past Practice:**

When school personnel and a parent agreed to make a change to an IEP through an amendment without reconvening the Team (via a phone conversation, parent/teacher conference, or email), the school personnel had used a Team Meeting Attendance form and/ or Summary of Team meeting to document the phone call, conference or email. The Team Meeting Attendance form and/or Summary of Team meeting document did not have the parent signature or initial and usually stated "via phone conference" on the forms. The purpose was to show the amendment originated out of contact and agreement with the parent. The documents were placed in the student file with the signed amendment.

**Corrective Action:**

A memo has been sent to all special education staff and school administrators explaining the change in process. If the parent and school personnel agree to amend the IEP without reconvening the Team, the school personnel will complete the N1 (Notice of Proposed Action form) with the following information: how the decision to amend was made, when the decision was made and who participated in the decision. This N1 will accompany the amendment form that is mailed to parents for signature. No additional Team Meeting Attendance form and/ or Summary of Team form will be created. Training for the Office of Pupil Service secretarial staff was completed immediately.

**Parental Action:**

Parents may request, using the attached form, to have the Team Meeting Attendance and/or Summary OF Team forms related to such past amendments removed from their child's file. If you wish to have these forms removed from your child's file, complete the enclosed form. Any documents which are removed from the file, per your request, will be mailed to you. You may, also, make an appointment to review your child's entire special education file by contacting the Office of Pupil Services.

This letter and the form will also be posted on the Pupil Services web page for parents to review.

Sincerely,

  
Cathy Kilcoyne

Cc: Student file



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To the Office of Pupil Services:

Prior to April 9, 2014, I have agreed with school personnel to amend the IEP for my child, \_\_\_\_\_, without reconvening a Team meeting. I wish to have the Team Meeting Attendance Sheet and /or Team Meeting Summary associated with this amendment removed from my child's file. I understand these specific forms will be mailed to me.

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Parent/Guardian Signature

Date

Please mail or fax this request to:

Office of Pupil Services

155 Apsley Road

Hudson, MA 01749

Fax: 978-567- 6127