



Activity Handout

Activity: Amendment

(Requirement for LEAs identified with Significant Disproportionality)

Purpose

This amendment form is for Local Educational Agencies (LEAs) who have an approved Compliance and Improvement Monitoring (CIM) Plan for Improvement to address their significant disproportionality. LEAs should submit the completed document to the California Department of Education (CDE) via email: SigDisp@cde.ca.gov.

Instructions

1. Determine the reason for the Amendment:

GAN:	ADL:	LEA Initiated:
Every LEA must complete after SELPA receives the Annual GAN	Any LEA, currently implementing a CIM Plan with an identification of Sig Dis, and identified as Sig Dis in the current ADL, must complete to determine new CCEIS budget allocation.	Any LEA that needs to amend their TP, MO, Activities, or Budget.
Required Activities	Required Activities	Required Activities
Section One: LEA Information Section Five: Rationale (if applicable) Section Six: Plan Amendment (if applicable) Section Seven: Budget Form Section Ten: Signature Page	Section One: LEA Information Section Two: Policies, Practices, and Procedures Section Three: Areas of Identification Section Four: Target Population Section Five: Rationale Section Six: Plan Amendment Section Eight: New Budget Section Nine: Fiscal Validation Section Ten: Signature Page	Section One: LEA Information Section Four: Target Population (if applicable) Section Five: Rationale Section Six: Plan Amendment (if applicable) Section 7: Current Budget (if applicable) Section Eight: New Budget (if applicable) Section Nine: Fiscal Validation (if applicable) Section Ten: Signature Page

2. Complete all applicable sections:

a. SECTION ONE: Contact Information and Reason for Amendment

b. SECTION TWO: Policies, Practices, Procedures (PPP)

Federal regulation 34 C.F.R. § 300.646 requires that LEAs complete the Policies, Practices and Procedures (PPP) Review annually. In addition, changes to the PPP must be reported publicly. Addressing the factors that contribute to disproportionality necessitates the refinement and/or development and implementation of policies, practices, and procedures. These activities will be shared in Section Six and must include the planned method for publicly sharing any revisions.

c. SECTION THREE: New Area(s) of Identification in the Annual Determination Letter (ADL)

Include any new area(s) of identified significant disproportionality cited in the current ADL.

d. SECTION FOUR: Target Population

Identify any changes that are needed to the target population in the CIM Plan. For example, if you are currently serving first graders, will you use the new Comprehensive Coordinated Early Intervening Services (CCEIS) budget to serve the same group of students who are now second graders, or will the support be for the new first graders?

Ensure that any changes adhere to the requirements of the Individuals with Disabilities Education Act (IDEA). Funds reserved for CCEIS are for students in the LEA who are, “particularly, but not exclusively, children in those groups that were significantly over-identified, including children not currently identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment and children with disabilities.” (See 34 CFR Section 300.646(d)(2).) “An LEA may not limit comprehensive CEIS...to children with disabilities.” (See 34 CFR Section 300.646(d)(3).

e. SECTION FIVE: Rationale.

Provide the rationale for any changes made to the CIM plan. Include data to support the rationale.

f. SECTION SIX: CIM Plan Amendment

Describe changes to the approved CIM Plan, including:

- Adjust measurable outcomes and/or activities to align with information provided in Section Four. (Do not include any deleted Measurable Outcomes and/or Activities in the tables below.)
- As appropriate, update the CIM Plan timelines, responsible staff, target population, data sources to evaluate progress, etc.
- Continuation Key:
 - o EXP: expanding the students served (e.g., new schools, different grade) with the same target population
 - o EXT: extending time of current services to the same group of students
 - o DEEP: adding new resources to the Plan activities with the same students
 - o ADD: new group of students or new activities with the same students due to a new indicator or additional contributing factors

g. SECTION SEVEN: Current CIM Plan Budget

If the current CCEIS Budget does NOT need to be amended, skip to Section Eight. Complete if the current CCEIS Budget will be amended, due to changes from the GAN or due to amendments to the CIM Plan, as described above in Section SIX.

h. SECTION EIGHT: New CCEIS Budget Allocation

Complete this section when the amendment is due to the LEA continuing with an identification of significant disproportionality and allocating a new CCEIS budget cycle.

Complete the table using the Total CCEIS Budget indicated in Section EIGHT. CCEIS planned expenditures must conform to the U.S. Office of Special Education Programs (OSEP) *IDEA Part B Regulations Significant Disproportionality (Equity in IDEA) Essential Questions and Answers*. For detailed allowable CCEIS expenditures, please refer specifically to Questions C-3-1 through C-3-10, pages 19 through 24, on the U.S. Department of Education Web page at <https://sites.ed.gov/idea/files/significant-disproportionality-qa-03-08-17-2.pdf>.

i. SECTION NINE: Information Accuracy

Obtain required signatures of fiscal/business agents to validate the fiscal accuracy of the information reported in sections SEVEN and/or EIGHT.

j. SECTION TEN: Signatures

Obtain required signatures of the authorized personnel to validate the accuracy of the information reported and agreement to implement the Amendment (amended activities and budget or amended budget).

Resources

[Amendment Form](#)

[IDEA Part B Regulations Significant Disproportionality \(Equity in IDEA\) Essential Questions and Answers](#)