

**Amendments to the 2017-2018 Nonpublic Placement Notification and Application  
After June 1, 2018 and prior to the 2018-19 Fiscal Year**

For amendments to 2017-2018 application after the 2017-2018 application closed, LEAs must use the following steps to amend the application.

1. Complete the Nonpublic Placement Notification and Application Sample Cost Analysis form reflecting the application's amended costs.
2. Email the following documents to TEA at [npdayandres@tea.texas.gov](mailto:npdayandres@tea.texas.gov) utilizing the Accellion Secure File Sharing system located at the link below. Step-by-step instructions with screen shots are listed under the link titled Getting Started.  
<https://sendfiles.tea.state.tx.us/courier/web/1000@/wmLogin.html?>

Graduated or Moved from District
<ul style="list-style-type: none"><li>• Nonpublic Placement Sample Cost Analysis</li><li>• Letter stating the student graduated or moved from the LEA</li></ul>
ARD committee developed an IEP which changed the student's placement and/or services
<ul style="list-style-type: none"><li>• Nonpublic Placement Sample Cost Analysis</li><li>• IEP reflecting changes in services/placement</li><li>• Amended facility contract reflecting changes</li></ul>