



Revision/Amendment

Revision/Amendment procedures include creating a revised copy of an existing IEP. All pages of the IEP will be included in the final document. This revised copy will reflect all of the changes and modifications and will be labeled in the list of student documents as a revision. Please read and follow the procedures outlined below:

Keep in mind: An Amendment is used when making *minor changes* to an existing IEP.

Amendment Creation:

- Open the original IEP that is being Amended
- Click "More"
- Select "**Create Revision** of This Document"
- Make changes to the Label if needed.
- Click Accept.

You are now working inside a DRAFT IEP Revision document which is separate from the original IEP.

Participants and Profile Section:

- **The purpose of the IEP Team Meeting will automatically change to Amendment.**
- **The Amendment date should be the same date that the conversation with the parent(s) occurred.**
- Sections of the IEP to be modified: List the section(s) that will be revised and the proposed reason and outcome for the change(s). (i.e. Programs and Services - Spoke with parent by phone on...date...regarding adjusting program minutes from 100-240 to 50-100 to better reflect current student time needs to address goals —they agreed to the program minute changes and that an IEP does not need to be held at this time.)
- Amend the pages listed
- No need to change participants

If Amending Program/Services Section:

- For revisions to program/service minutes/sessions—**DO NOT DELETE ORIGINAL LINES, CREATE A NEW LINE FOR NEW MINUTES OR SESSIONS** using the Amendment date for the start date and the original IEP end date for the new minutes end date. **Call 80358 for instructions on split line revisions.**
- The original program or service line end date changes to the day before the amendment date.

Ex: Original Line-Elementary or Secondary-Level Resource Program...	Start Date 04/10/2016	End Date 10/09/2016
Amended Line-Elementary or Secondary-Level Resource Program...	10/10/2016	04/09/2017

If Amending Other IEP areas:

DO NOT DELETE ANY INFORMATION. Add new information to the existing.

Amend Notice Section:

- **ON THE NOTICE PAGE, use the options considered section to list reasons for your change.**

Ex: If you added Speech and Language services then in Options Considered: No Speech Services - Reason Not Considered: Assessments have shown that John has several articulation errors and would benefit from speech to improve in those areas).

Entry error changes do not have to be listed in the options considered section on the notice page, but do need to be indicated in the sections to be modified in the Participants and Profile section.

- If you made changes to Programs/Services/Supplementary Aids, then list the date **ALL PROGRAMS/SERVICES/SUPPLEMENTARY AIDS WILL START ON:** as the Amendment date. For any other changes (ex: goal date and/or end date typos) this date would remain as the original IEP Meeting date.
- **FAPE date should be the Amendment date.**

Updated 05.26.17

Q&A - Common questions related to completing a Revision/Amendment

Should we replace the original IEP participants with those who participated in the Amendment?

An IEP meeting is not required to complete an Amendment. If the parent agrees to waive a meeting, changes can be agreed to over the phone with just the parent and the teacher. Therefore, not all required IEP participants would necessarily be involved in an Amendment.

If you choose not to update the participants, you must use the "Sections to be amended" box to detail who was involved in authorizing changes and as of what date.

If you do choose to update the participants, make sure a statement of the reason for lack of participants is recorded in the "Sections to be amended" box.

Do I have to complete the PLAAFP when doing an Amendment?

If you are adding, deleting, or changing services, then you would definitely need to update the PLAAFP. You need to demonstrate the student's present levels and why they do or don't require specialized instruction in the given area.

Programming changes should only be completed through an IEP and NOT an Amendment, unless you are simply adjusting minute frequencies.