

AMENDED IEP GUIDELINES

09/07/06

OPENING COMMENT: Amending an IEP DOES NOT change the original date the IEP was written. Amending the IEP simply means that a change(s) was/were necessary in the current IEP that required correction.

Sometimes parents or the school team want to make a change to an IEP but don't want to redraft the entire IEP. In such instances please use the following guideline.

- I. Items to Complete When Amending an IEP that requires generally small but important details. Examples include: misspelling of names, corrections to address or phone numbers or misspelling of medication or wrong dosage. These types of changes create clarity to the IEP but not be legally challenged in court or if a child complaint were filed by the parent.
 1. Meeting notification (form) of an IEP meeting
 2. Staffing Notes
 3. Notice and Consent for Identification, Services and Placement Form
 4. Copy of current IEP with "Addendum" written on page one. Changes need to be clearly handwritten on IEP in the appropriate section(s) with a contrasting color of ink.
 5. Ask parent to sign initials to each correction made and initial and date signature page doing.
 6. MIS Teacher Information Page (sometimes referred as the TIP's pages) and do so within 10 working days of the meeting. (Remember: do not change the IEP initiation date)
 7. Send all of the above forms to the Coop Offices

Sometimes parents or the school team want to make a change to the IEP or substantial changes to an IEP but still don't want to redraft the entire IEP. In such instances please use the following guideline.

II. Items to Complete When Amending an IEP that require the addition or removal of a service (i.e.: speech or transportation), adding or removing 25% of the sped service time (i.e.: a high school students schedule changes 2nd semester and sped resource time is reduced because students new schedule will result in more general ed. classes and reduce sped services more than 25%), the addition of ESY Services (extended school year) or changing state assessment options (i.e.: from general ed. w/ accommodations to KAMM). These types of changes create clarity to the IEP and are necessary so to avoid legal challenges in court or if a child complaint were filed by the parent.

- Follow same procedures 1,2,3,6 and 7 as listed above.
- If a new service is being added to the IEP then it must be embedded in the IEP reflecting service time and listed on the TIPS pages with a start date (the date the service will begin), followed by a goal statement and benchmarks (so that when it is time to write progress notes this will pop up).
- Complete new WebKIDDS form (for this purpose)

III. A third choice is also available. You can always make any and all corrections to an IEP, however, should you elect to do so, you will need to have everyone that was at the original IEP meeting sign off on a new sign off sheet. **Tearing off the original sign off sheet and applying it to the revised IEP is illegal.**

Footnote: In any of the examples listed above it is to be noted that, IF THE PARENT and school (principal, sped teacher, general ed. teacher or other related service providers) agree that a meeting is not needed to make the changes at a formal meeting, that such changes can be made by phone between the parties necessary.