



## **Creating an Amendment/Revision**

*The procedures for creating an Amendment/Revision entails creating a revised copy of an existing IEP. The revised document will reflect all of the changes and modifications and will be labeled in the list of student documents as a revision. The following procedures below will outline how to accurately complete an amendment/revision.*

### **Amendment Procedures:**

1. Open the existing IEP by clicking on the pull-down tab **“More”**.
2. Select **“Create revision of this document”** (this will open the Participants and Profile page of the existing document and allow staff to document the needed changes).
3. On the **Participants and Profile page**, the **Purpose of the IEP Meeting** will automatically default to **Amendment**.
4. In the **“These sections of the IEP have been modified”**, document each section of the IEP that will be revised (i.e., Programs and Services – adding a new service).
5. Populate the **Current date** in the **“Date of the Amendment/Revision section”**.
6. To amend the pages of the IEP listed in #4 above, hover over the fly out arrow, select the section(s) one at a time to be revised and click on **“Edit this section”**.
7. When the revisions are complete, click on **“Save, done editing”** and go to the next section/page if needed.
8. Be sure to complete the **“Notice page”** including the **“Mode of delivery”** and **“Date”**.

### **Q&A – Common questions related to completing a Revision/Amendment**

1. **Should we replace the original IEP participants with those who participated in the Amendment?**
  - a. 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 or in writing with just the parent and the teacher/case manager. Therefore, not all required IEP participants would

*necessarily be involved in an Amendment, only the team members that are involved in the changes. Document consent to amend.*

**2. Do I have to update the PLAAFP when doing an Amendment?**

- a. *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 do not require specialized instruction in a given area.*