1. On page 1 of the IEP, in the **Meeting Information** box please check **amendment**. DO NOT CHANGE any dates on the front page of the IEP Time Line section.

How To Make an Amendment on an IEP

1. In making changes to the child’s IEP after the annual IEP team meeting, the parents and the school may agree to either convene the entire IEP team or to not convene an IEP team meeting for the purpose of making changes to the IEP. **Any decision to amend the IEP must be in consultation with the parents.**

On the Amendment Page

1. In the column titled **IEP Section Amended,** please document which step(s) of the IEP is being amended.
   1. *For example if the team decided to change a student from resource room instruction to inclusion services within the general education classroom. Step 7 would be documented within this box. In the next box below Step 11 (LRE) would also be document.* ***Please document only one step per box.***
2. In the column titled **The School District and Parents have Agreed to Make the Following Changes to the IEP,** please document in a sentence or two what changes are being to the IEP

*Using our example from above this statement would be compliant to write:* ***The IEP team in consultation with the parents have decided to change the student’s place of instruction from the resource room to the general education classroom.***

1. In the column titled **Date of Amendment** please list the date the team met to make changes or the date parents were consulted if a full face-to-face meeting was not held.
2. In the column title **Participant and Role,** please list the position title and names of each required IEP team member. Please have the team initial beside their name in this box as proof that all required team members are aware of the changes.



**In the Body of the IEP**

1. Again using the example from above, if a student changes from resource room to general education classroom, it is a change in placement. In the IEP in Step 7, the Location of services would need to be amended. Teachers would need to ~~strikeout~~ anything that is taken away in the IEP. Any wording that is added must be **bolded and underlined in the IEP document**.
2. The whole IEP does not need to be recopied. Make copies of only the pages that have been changed. Send copies of changes home to the parents, copies of changes should be kept for the building, and originals should be sent the Ed Complex.
3. AN EMIS and A PRIOR WRITEN NOTICE MUST BE COMPLETED.
4. On the EMIS page, please complete the top of the document as always. Number 6 will be documented on the EMIS page for an amendment only. On #6, type in the date the team amended the IEP. This should be same as the date on the amendment box of the IEP (Box is titled Date of Amendment)
5. Continuing on #6, please check the correct LRE code (for example IE 13 if the student has special education services outside the regular education classroom less than 21% of the time)
6. On the EMIS page the **start date** will be DIFFERENT than the start date on the front page of the IEP. The start date on the EMIS form will be the same day the IEP was amended. On the EMIS page the **end date** will be SAME as the end date on the front page of the IEP.
7. Please print a one page EMIS document. The EMIS page should be sent over to the Ed Complex along with the original amendment that has be initialed by all required team members.

**Complete a Prior Written Notice. Give parents a copy, keep a copy for yourself, and send us the original.**

Optimism is the faith that leads to achievement, nothing can be done without hope and confidence."

-- Helen Keller