



WEST CENTRAL EDUCATION DISTRICT

# IEP Amendment

**Background:** If a student's IEP needs to be changed during the school year, depending on the situation, the IEP team can decide to make relevant changes without rewriting the entire IEP. When an amendment is completed, please make sure that the information in the IEP (PLAAFP, goals, progress monitoring procedures and services) continue to align appropriately. An IEP team meeting is not required for all amendments and there are situations where a meeting should be held.

## Steps for an amendment:

- 1) The IEP team determines that an amendment needs to be made to the student's IEP. Some reasons for this occurring include:
  - a) The student has met their goals.
  - b) The amount of special education services that are required to meet goals/objectives needs to be adjusted.
  - c) There is a change in setting for the student.
- 2) The case manager contacts the parents to discuss the necessary change(s). The parents are informed that the changes can occur with or without a formal meeting. If the parent agrees to the change(s) without a meeting, follow Option A below. If the parents would prefer to have a formal IEP meeting, follow Option B below.
- 3) Option A—Making amendment without a formal meeting.
  - a) Make sure all team members (including the student, if transition age) who will be impacted by the amendment are comfortable with the change and do not feel that a team meeting is necessary. If there is a team member who feels that a meeting is warranted, proceed to Option B.
  - b) Make sure the IEP is finalized in SpedForms history.
  - c) Check the “Amendment” box at the top left corner of the IEP menu in SpedForms.
  - d) On the “Student Information” page of the IEP, add the amendment date. This date should be the date that the conversation occurred with the parent. This date does not change the annual IEP meeting date.
  - e) Make the appropriate changes to the IEP. You can add information to the PLAAFP that includes the date of the change and the changes that are taking place. Additional forms (e.g. ESY information, behavior plan, etc.) can be changed if discussed with the parents.
    - i) There is an additional document titled “Agreement to Amend” that can be used. This document summarizes the changes. This is not a required document.

- ii) If you are adding a service, the start date of the revised service line should be 14-days after the paperwork is sent home. The end date of this service line should match the other end dates that will end after the annual IEP meeting (e.g. the amendment does not extend the time of the IEP). For example, a student's IEP was written in October with service start and end dates of October 13th and the team decides that social work services need to be added in January. The amended IEP and PWN for the additional service is sent home on January 15th, the start date of the social work line would be January 29th (14 days after the PWN is sent home) and the end date would be October 13th.
- iii) If you are changing a service, keep the original service line and change the end date and duration of the original service line. The end date of the original line should be one school day prior to the new service line starting. The new service line should have a start date of 14 days after the PWN is sent home and the end date of this service line should match the other end dates that will end after the annual IEP meeting (e.g. the amendment does not extend the time of the IEP). For example, a student's IEP was written in October with service start and end dates of October 13th. In January, the team decides to change a student's speech service time from two times per week to one time per week. The amended IEP and PWN for the additional service is sent home on January 15th. The new speech service line with services one time per week will have a start date of January 29th (14 days after the PWN is sent home), an end date of October 13th and a duration of five months (February, March, April, May, September). The original speech service line will have an end date of January 28th and a duration of four months (October, November, December, January).

- f) Complete a Prior Written Notice (PWN), explaining the changes that are being proposed in the amendment
  - i) The date of the PWN should be the date you send it home to parents
  - ii) Note in Box #5 about the conversation you had with parents and that the parents declined to have a meeting to review the changes.
- g) Send Amended IEP, PWN and any additional documents (e.g. behavior plan) home to parents.
- h) Finalize documents in SpedForms.

- 4) Option B–Team member(s) determine a meeting is necessary.
  - a) Schedule and hold an IEP meeting as you typically would and discuss the changes that are being recommended.
  - b) Following the meeting (within 10 school days), prepare the paperwork to reflect the amendment; follow steps 3b-h above. On the Prior Written Notice, note that a meeting was held (this is different from above).
  - c) Please note: Even if a meeting is held, the team does not need to rewrite the entire IEP and change the annual IEP meeting date.