

Amendment Process

- Prior to proposing an amendment, contact the office administration.
- If parent and school representative agree, changes can be made without an IEP meeting, by amending the IEP rather than by rewriting the entire IEP
- Determine if parent and school representative want an IEP meeting to make changes or use the amendment document without a meeting to amend or modify the IEP.
- There are no restrictions on changes that can be made as long as parent and school representative are in agreement.
- If you amend the IEP without a meeting you must notify all IEP team members of the changes.

Amendment with IEP meeting process

1. Notice of Meeting (Get it signed if needed)
2. Introductions
3. Review current IEP
4. Go over proposed changes to the IEP (Provide parent with a new IEP)
5. Placement, Services, and ID paperwork (Prior Written Notice) signed with changes (offer parental rights)
6. Summary of Meeting

Amendment without IEP meeting process

1. Notify and get verbal consent from parent and school representative of proposed IEP changes
2. Fill out amendment document and get signed by parent and school representative
3. Amend the current IEP. (provide a copy of the amended IEP to parent)
4. Placement, Services, and ID paperwork (Prior Written Notice) signed with changes (This must occur).