

How to Amend an IEP

1. Optimally, all Amendments should be a Team Meeting. Send a Prior Notice Letter to Parent, being sure to include all IEP Amendment Participants on the third page. A Prior Notice Letter must be attached to every Amendment submitted to Central Office.

- If a Team Meeting cannot be held, a Phone Conference is allowed. Attach the Prior Notice Letter and a completed Phone Log to the Amendment when submitting.
- The Contact Method OTHER should not be used by teachers.

2. Open SER. If an IEP or Amendment is already open and in DRAFT form, notify your SpEd Contact Teacher before continuing. If the most recent IEP is official and submitted, proceed to #3.

3. Click VIEW on the most recent OFFICIAL IEP.

4. Click AMEND in the upper right hand section.

5. A box will appear: *“Are you sure you want to Amend this IEP?”* Click OK. This reopens the IEP.

6. Make all necessary changes to the IEP. ***Due to recent legislation, when amending an IEP, the student’s name must be removed from ALL pages of the IEP—not just the pages originally needing to be amended.**

- **While Amending an IEP, go ahead and correct the grade level and Homebased School on the GSI page, if a correction is needed. If dismissing a related service, a termination form must be attached.**
- **Add all Amendment Participants to the existing Participant list on the GSI page. (Do NOT delete/change the original IEP participant’s names.) By the name, enter the Amendment date. Participants then sign by their name for documentation of attendance.**

7. Open the drop down box at the top of any page, scroll to the last entry, and click FORM AMENDMENT. (FORM AMENDMENT will not appear in the drop down box until something on the IEP has been changed.) Complete the FORM AMENDMENT page. Write a thorough narrative explaining why this IEP is being changed under EXPLANATION. Be sure to include the parent’s comments and decisions.

8. Click the word VALIDATE in the upper right section of any page. If all green checks appear, continue to #9. All red X’s (except for Progress Reports), **must** be corrected before continuing. If you need any help with this, notify your Contact Teacher.

9. PRINT THE FOLLOWING:

- completed FORM AMENDMENT page
- all pages listed on the FORM AMENDMENT page (these are the pages that have been amended)
- VALIDATION page (all green v’s only)

11. Submit copies of the following to the SpEd Contact Teacher to be made official, and **within 3 days** to Central Office (**in the order listed**): Amendment Checklist, Validation Page, FORM AMENDMENT page, all pages that were amended, the parent contact documentation (Prior Notice and/or Phone Log), and any other corresponding documents (added forms, Dismissal of Services form, Proposed Action/Refusal form, etc.)

12. A copy of everything submitted to Central Office must be given to parents and related service providers.

13. THE ORIGINAL AMENDMENT IS STAPLED TOGETHER AND GOES INTO THE STUDENT BROWN FOLDER ON TOP OF THE CURRENT IEP.

Amendment DO's and DON'Ts

DO:

1. Put Amendment pages in the following order:
 - a. Amendment Checklist
 - b. Validation page (Copy for Central Office only)
 - c. Form Amendment page
 - d. All pages that are listed on the Form Amendment page
 - e. Prior Notice Letter
 - f. Phone Conference Log (if applicable)
 - g. Supporting Documentation (IHP, Dismissal form, etc.)
 - h. Proposed Action/Refusal form or copy of Parent Initials on last page of IEP
2. Print on landscape orientation.
3. Print on one side of the paper only.
4. Staple the original copy going in the brown folder. Paperclip the copy sent to Central Office.
5. Be certain the top of each page is not "cut off". All information on the SER form must be printed.
6. Submit a copy of the Amendment to Central Office within 3 days. The original copy goes in the student brown folder.
7. Verify all information on the original matches the information in SER.

DON'T:

1. Do not staple the Amendment copy for Central Office—paperclip only.
2. Do not print on portrait orientation.
3. Do not print on both sides of the paper.

If you have any questions or problems amending an IEP, notify your SpEd Contact Teacher or a member of the CORE Team at NSPB.