**Creating an Amendment/Revision**

*The procedures for creating an Amendment/Revision includes creating a revised copy of an existing IEP, which means all pages of the IEP will be included in the final document. This revised copy will reflect all of the changes and modifications and will be labeled in the list of student documents as a revision. Please read and follow the procedures outlined below and begin implementation immediately.*

**Please keep in mind**: An Amendment is used when making *minor changes* to an existing IEP.

**Completion Procedures:**

1. Open the original IEP that is being Amended
2. Click on “More Actions”
3. Select “**Create Revision** of This Document”
	1. You are now working inside of the DRAFT IEP Revision
4. On the Participants and Profile page, the **Purpose of the IEP Meeting will default to Revision/Amendment**
	1. List the page(s) that will be amended and the changes (IE. Programs and Services – adding a new service
5. Fill in the date of the Amendment/Revision
6. Amend the pages listed
	1. DO NOT DELETE PROGRAMS AND/OR SERVICES: *Add new programs/services and simply end or discontinue existing programs/services.*
7. On the Notice page, use the options considered section to list reasons for your change (i.e. If you have added Speech and Language, then you would write Option Considered: No Speech Services – Reason Not Considered: Assessments have shown that John has several articulation errors and would benefit from speech to improve in those areas)
	1. If you made changes to Programs/Services/Supplementary Aids, then list the date of revision/amendment as the date that those changes will be implemented.
	2. The Amendment date will display as the District Commitment signature line as the FAPE date, but will not reset the annual review or re-eval date in the profile.

**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?***
	1. 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 with just the parent and the teacher. Therefore, not all required IEP participants would necessarily be involved in an Amendment.
	2. *Since there is argument for both sides of this debate, the ISD has decided to leave that decision up to the individual district in how they would like to handle it.*
		1. If you choose not to update the participants, it is strongly recommended that you use either the event log or the “Sections to be amended” box to detail who was involved in authorizing changes.
2. ***Do I have to complete the PLAAFP when doing an Amendment?***
	1. 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 don’t require specialized instruction in the given area.
	2. Programming changes should only be completed through an IEP and NOT an Amendment, unless you are simply adjusting minute frequencies.