**Amendments - Revised**

*Due to configuration changes and the accessibility of a new feature, current Amendment procedures have been revised. The new procedures include 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, edit the purpose of the meeting to be “Amendment”
	1. List the page(s) that will be amended and the proposed outcome (IE. Programs and Services – adding a new service
5. Amend the pages listed
	1. DO NOT DELETE ANY INFORMATION, *unless you want it to be removed*. Otherwise, simply add the new information to the existing.
6. 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)
7. The Amendment date must be entered on the signature line.
8. When you try to finalize, you may receive a red warning that states your IEP date may not be more than 7 days from the FAPE date, you may disregard this warning.

**Please Note:** If you are completing an Amendment for an IEP that is not currently located in TIENET, *you may still create a TIENET Amendment*. It is recommended that you scan the original IEP and upload a copy of it into TIENET, so that there is a point of reference for the Amendment document.