

Guidance and Procedure Document

IEP Amendment Guidance

The following guidance is from IDEA, [MDE-OSE](#), and [MARSE](#). The purpose of an IEP amendment is to make changes to a student's IEP during the time the IEP is in effect. The parent of the student with a disability and the district may agree not to convene an IEP Team meeting for the purposes of making changes, and instead may develop a written document to amend or modify the current IEP ([34 CFR §300.324\(a\)\(4\)](#)). Although some contents of the IEP changes, an IEP amendment does not change, replace, or extend the current IEP annual review date ([34 CFR §300.324\(b\)\(1\)\(i\)](#)).

General Information

- Amendments are used to make **minor changes** to IEPs
- Consider holding a new IEP Team meeting for major changes
- Amendments do not require an in-person meeting

What is required?

- Service Area Supervisor (SAS) permission
- Parent permission/agreement
- At least one parent contact
- Complete the amendment in EasyIEP

What cannot be changed?

- Annual IEP/Reevaluation timeline
- Eligibility

Procedure:

- Contact your SAS to get permission to proceed with an IEP amendment.
- Obtain parental agreement and document contact under *Parent Contacts* in EasyIEP.
- Complete amendment in EdPlan.
 - This begins in the *IEP Process*, Section 1, *Are you amending the current IEP?* Check Yes.
 - All sections of the IEP must be reviewed for accuracy and then hit *Save & Continue* at the bottom of each page.
 - Section 5** When adding or deleting a supplemental service, do not delete the other services that should remain in the IEP. Your amendment is taking the place of the IEP and needs to reflect all services going forward.

- Section 7** Check the *begin* and *end* dates for all programs and services and update the *Ed Setting*.
 - The *begin* date is typically the date of the amendment.
 - The *end* date is typically the IEP end date.
- Section 7** Complete the ESY section. This clears when IEPs are finalized.
- Refer to the tip sheet at the bottom of your main menu page in EdPlan for more detailed guidance.
 - Resource Information
 - Special Education tab
 - IEP Amendment Process Tip Sheet

The screenshot shows the 'Resource Information' section of the EdPlan system. It features a navigation bar with tabs for 'General', 'Special Education', 'Health Service Documentation', 'Admin', 'Northwest ED', 'Early On', '504', and 'Caring For Students (C4S)'. Below the navigation bar is a table with columns: 'Del', 'Pos', 'New Pos', 'File Type Category', 'Date Uploaded', 'Uploaded By', and 'File Name'. The table contains five rows of data, all with 'Special Education' as the category. The first row has a date of 01/10/2024 and is uploaded by Stephanie Lewandowski. The other rows are uploaded by Tatum Bostain on various dates from 2022 to 2023. The file names include 'Blank_Qualified_Provider_Signature_Document_v2.f...', 'IEP Plan of Care Qualified Provider Signature Tip She...', 'Digital Signature Tip Sheet for IEP Process', 'IEP Meeting Reminders', and 'REED Process Quick Reference Guide'.

Del	Pos	New Pos	File Type Category	Date Uploaded	Uploaded By	File Name
<input type="checkbox"/>		<input type="checkbox"/>	Special Education	01/10/2024	Stephanie Lewandowski	Blank_Qualified_Provider_Signature_Document_v2.f...
<input type="checkbox"/>		<input type="checkbox"/>	Special Education	08/31/2023	Tatum Bostain	IEP Plan of Care Qualified Provider Signature Tip She...
<input type="checkbox"/>		<input type="checkbox"/>	Special Education	12/20/2022	Tatum Bostain	Digital Signature Tip Sheet for IEP Process
<input type="checkbox"/>		<input type="checkbox"/>	Special Education	10/05/2022	Tatum Bostain	IEP Meeting Reminders
<input type="checkbox"/>	42	<input type="checkbox"/>	Special Education	08/24/2022	Tatum Bostain	REED Process Quick Reference Guide

- Obtain the signature of the District Representative or Designee.
- If there has been a change to any direct service a new Qualified Provider Signature form is required.
- Provide final copies of the amendment to:
 - Parent/Guardian
 - CA-60
 - Relevant IEP Team members
 - EasyIEP@northwested.org for scanning