

IEP Amendment Guidance

Amendments should be considered on a case by case basis. All IEP Team members and parents should be consulted on whether to propose an amendment or hold a new IEP.

When to use an amendment?

- Minor modification to PLAAFP, goals, objectives, omissions/corrections
- Changes to state/district assessments
- Updating transportation plans
- Change supplemental aids/services
- Change in programs or services that do not involve placement or identification

In completing the IEP amendment prior written notice, you must answer:

1. Which section of the IEP is to be amended.
 - a. Be specific, use language that matches sections of the IEP identified in Edplan
2. What are the proposed changes.
 - a. Be detailed - do not say "update goals", you need to actually write out the new goal.
3. Rationale for the changes
 - a. Why does the Team feel the information should be changed?
4. Other options considered
 - a. The reason for not holding a new IEP should be outlined. Example ~ "The Team discussed holding a new annual review IEP. Based on Team input an agreement was made that the described amendment to the IEP could be completed without an IEP meeting."

Important to remember:

- ➔ A parent/guardian or the school district can request a full IEP meeting be held in lieu of an amendment.
- ➔ An amendment does not change the date of the IEP timelines for annual/triannual review.
- ➔ The parent/guardian must receive a copy of the current IEP with the amendment attached.
- ➔ Once the amendment is completed, parent signature is required. **You should not be implementing an amended IEP without the parent signature.**

MDE Office of Special Education strongly advises not using an amendment to make significant IEP changes.

A significant change may include:

- A change in the amount of time spent in general education. Any movement from one setting code to another is a change in placement, ie participation codes in section 7 - 80% or more; 40 - 79% or less than 40% of the school day in general education, etc
- Change in setting from brick and mortar school to online/virtual school or vice versa
- Moving from public school to private/parochial school or vice versa
- A student who was mainstreamed for participation in electives (music, art, gym, etc) and who can no longer participate in those classes due to special education needs
- A change in eligibility
- Transfer of a student with a disability
- A student moving from Headstart program to GSRP or GSRP program to Kindergarten

A copy of the IEP being amended and the signed amendment needs to be sent to the MC- ISD