

IEP AMENDMENTS

An amendment is a form you can use in lieu of having an IEP meeting. Generally, amendments are useful for small IEP changes (i.e. transportation, adding an accommodation, adding ESY).

In most cases, but not all, when moving a student to a MORE restrictive environment (by increasing their special education services/minutes), you must have an IEP meeting to implement the change. However, if moving a student to a LESS restrictive environment (by decreasing their special education services/minutes), you can make the change through an amendment. This form is in our Embrace IEP program under the Notice and Consent Forms section.

If major changes are needed on an IEP, an IEP Review Meeting must be scheduled. If the change is minor, an IEP may be amended but only if the parent/guardian has been informed of the purpose of the change to the IEP, agrees to the change in the IEP, and agrees that an IEP meeting is not necessary for the change to occur. Minor changes do not alter the intent of what was written and are consistent with the decisions made by the IEP team at the IEP meeting. The following steps must be followed when amending an IEP:

1. The form "Parent/Guardian Notification of Individualized Education Program Amendment" must be completed, and
2. The IEP pages requiring changes must be completed, and
3. Copies of the Amendment form and changed pages should be sent to the family and kept in the temporary file at the home district
4. The original documents must be sent to VASE within 10 school days or 2 weeks of the completion.

Examples of Allowable Reasons to Amend IEPs

- The wording on a goal or objective is unclear or not written in measurable terms
- Add a goal to address a deficit area already indicated within the IEP
- A component was inadvertently left blank on a goal page (i.e., reporting of progress, learning standard, type of goal, goal implementer, evaluation procedure, etc.)
- The content of the present levels of performance was unclear or incomplete
- The wording on accommodations is unclear
- Add an accommodation to address a deficit area already indicated within the IEP
- Add a support for school personnel (i.e., training, consultation)

- To clarify wording on the behavior intervention plan
- Add or delete strategies on the behavior intervention plan
- Parent concerns were inadvertently left blank or are unclear
- Demographic information or dates were inadvertently not corrected at the time of the meeting (e.g., date of annual review due date was incorrect, student's grade was incorrect, serving school was incorrect, placement doesn't match services pages, eligibility does not match most recent eligibility determination, etc.)
- An error was made when writing the IEP and the change is consistent with the decisions made at an IEP meeting

Examples of Non-Allowable Reasons to Amend IEPs

- Adding or deleting entire goals that address deficits not noted elsewhere in the IEP or are inconsistent with what was presented at the IEP meeting.
- Adding signatures of people not in attendance at the meeting
- Making a change inconsistent with decisions made at that meeting.
- Adding or deleting special education services or related services, including the amount of services or location of service (change in placement)
- Adding a behavior intervention plan
- Changing decisions about participation in extended school year