	RIVER BEND EDUCATION DISTRICT 1315 S Broadway Street New Ulm, MN 56073 ph(507) 359-8700 fax (507) 359-1161
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Amending IEPs

Between annual IEP meetings, the IEP team may amend relevant section(s) of the IEP rather than redrafting the entire document.

Usually an IEP meeting is not needed (*see Option A below*), but there are circumstances where a meeting should be held (*see Option B*).

Make sure that there continues to be alignment between the information in the PLAAFP, the goals, progress monitoring procedures, and identified services.

OPTION A: Informal Discussion Between Relevant Members of the IEP Team; Partial IEP Team Convened

Examples of circumstances where this would be appropriate:

- To modify existing IEP goals and/or short-term objectives (e.g., changes to measurement tool, goal target)
- To make moderate adjustments to the duration and/or frequency of a direct, indirect, or related service
- To add, delete, or modify a supplementary aid (e.g., accommodation, modification, or AT), service (e.g., paraprofessional support), or support to school personnel
- To change a transportation provision
- To change language related to state or district-wide assessment
- For minor omissions/corrections

If the parent(s) and the district agree not to convene a formal IEP meeting, the amendment proposal must be reviewed either through an informal group discussion OR by the case manager connecting with team members separately (in person, over the phone, or via written communication). **It must be documented in the PWN that parents agreed to not convene a formal IEP.**

All discussions, decision making, and commitment of resources must include communication with the parent, the student (if transition age), and all other IEP team members whose participation is relevant to the part(s) of the IEP being amended. If it becomes apparent that this cannot be accomplished without a formal meeting, the full IEP team must convene.


OPTION B: Formal IEP Meeting; Full IEP Team Convened

A meeting must be held:

- To add or remove an annual IEP goal
- To add, remove, or considerably adjust the frequency/duration of a direct, indirect, or related service
- To propose a change in federal setting
- If requested by the parent or the school

All IEP team attendance, documentation, and notice requirements covering annual IEP meetings also apply when a district convenes an IEP team meeting to consider a proposed IEP amendment.

Before the meeting, the case manager should identify the change that needs to be made, collect supporting data, determine who needs to be at the meeting, and send a Notice of Team Meeting.

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Amending the IEP

The Agreement to Amend may be used when there is a **SMALL** change that needs to be made to the IEP; if multiple changes are needed, do a new IEP. Note that the annual IEP date remains the same. Then entire IEP must be reviewed at least once a year.

The following is a checklist you may use to help through the process.

	Call an IEP meeting. If this is a small item, the meeting can take place by phone.
	By phone: Talk to staff at school that are on the IEP team. Determine if everyone is in agreement. Ask each team member if they feel a meeting is necessary. (Note: Be sure to include at least one general ed teacher, one administrator, and all related service providers)
	By phone: Call the parent and explain what you would like to change. Ask if they would like to have a meeting, or if they would be ok to make the change by phone. If any team member or the parent had any reservations, call a meeting.
	In the IEP menu of SpEd Forms - at the bottom is the "Agreement to Amend" form. Identify any changes you are making on this form. Save and print the form.
	Make the relevant changes in the IEP.
	On the "IEP Menu" on SpEd Forms - click the Amendment box (top left corner).
	On page one of the IEP (Student Information) enter the date of the Amendment.
	Finalize and print the IEP.
	Create a Prior Written Notice that clearly lays out what were the items that were amended. Save and Print
	Be sure all team members know these changes were made.
	Make a copy of the Agreement to Amend, Prior Written Notice, and the IEP with changes.
	Send the PWN home to the parents with a flag to sign and return the Parent Consent.
	Upload a copy of the original Agreement to Amend, signed Prior Written Notice, and the IEP with changes in the file.

