

## Amending an IEP Checklist

*Your team, along with parents, have decided to move forward with amending a student's IEP. Please reference [Amending IEP's in Sped Forms](#), [Amending IEP's or Examples](#) if necessary. Use the following checklist to ensure you have completed the necessary steps:*

- ☐ I have called an IEP meeting. If the amendments to the IEP are small, the meeting may take place by phone.  
**Date of completion:** \_\_\_\_\_
- ☐ By phone: Talk to staff at school that are on the IEP team. Determine if everyone is in agreement. Ask each member if they feel a meeting is necessary. (Note: Be sure to include at least one general education teacher, administrator, and all related service providers).
- ☐ I have created a Notice of a Team Meeting.  
**Date of completion:** \_\_\_\_\_
- ☐ After updating the IEP, I have selected "Amendment" in the upper left hand corner.  
**Date of completion:** \_\_\_\_\_
- ☐ I have entered the date of the Amendment on the Student Information section of the IEP.  
**Date of completion:** \_\_\_\_\_
- ☐ I have finalized the IEP.  
**Date of completion:** \_\_\_\_\_
- ☐ I have created a PWN that clearly lays out the items that were amended.  
**Date of completion:** \_\_\_\_\_
- ☐ I have notified my team that amendments were made AND sent copies to relevant team members.  
**Date of completion:** \_\_\_\_\_
- ☐ I have made a copy of the Agreement to Amend, a PWN, and an IEP to send to parents.  
**Date of completion:** \_\_\_\_\_
- ☐ I have sent the Agreement to Amend, a PWN, and an IEP to parents.  
**Date of completion:** \_\_\_\_\_
- ☐ I have **FINALIZED** and **UPLOADED** the original Agreement to Amend, a PWN, and the IEP.  
**Date of completion:** \_\_\_\_\_