



IEP AMENDMENT PROCESS

Step 1. The IEP team determines a significant change needs to be made to the student's current education plan prior to the annual IEP review date. (MN Rule 3525.0210 Subp. 41). This requires that all team members affected by the potential change will be involved in the discussions and determinations.

Step 2. After step 1 is completed, the IEP case manager contacts the parent(s) to discuss the proposed change. The case manager explains the change needs to occur through a team process, but can happen with or without a meeting.

- If the parent requests further discussion through a meeting process, then an IEP meeting is called and due process continues in the typical fashion.

_____ The team may amend the IEP at the meeting **OR**

_____ The team may decide to create an entirely new plan at the meeting.

- If the parent and the school district agree the change *can occur without a meeting*, then the parent and case manager then discuss the changes to be made to the IEP. The changes to be made on the IEP are noted on the "Agreement to Amend IEP" form.

_____ Agreement to Amend IEP form is printed from SpEd Forms.

The case manager has the parent sign the form. (Best practice would be for the parent to sign the form, but it would also be acceptable for the case manager to simply record, on the form, the date of the conversation with the parent and that verbal agreement was given by parent.)

_____ The case manager makes changes to the IEP as noted on the Agreement to Amend IEP form, following this process;

Confirm that the existing IEP has been finalized. Check the "Amendment" checkbox that is located at the top right side of the IEP menu.

After checking the "Amendment" checkbox, the following message is displayed: "Please ensure the original IEP is finalized before amending."

_____ "Individualized Education Program" is renamed to "Amended Individualized Education Program".

Fill in the amendment date box that has been added to the top right hand corner of the Student Information page.

When the amended IEP is finalized the history is checked to ensure another IEP with the same amendment IEP date does not exist. If finalization is successful then the amendment checkbox is cleared.

_____ Once the changes are made to the IEP, the following paperwork is sent to the parent:

1. A copy of the Agreement to Amend the IEP
2. The Amended IEP
3. A copy of a newly completed "Prior Written Notice" informing the parent of the proposed changes to the IEP
4. A copy of the "Parent Consent/Objection" form.

_____ Once the signed "Parental Consent/Objection" form is returned, or after the 14 calendar Day waiting period for parents to respond, the case manager must:

Inform the entire IEP Team of the amendments/changes made to the IEP, and Implement the Amended IEP.