



## Guidance Document: Amendment to the IEP

IDEA states:

*“(6) Amendments. Changes to the IEP may be made either by the entire IEP Team at an IEP Team meeting, or as provided in paragraph (a)(4) of this section, **by amending the IEP rather than by redrafting the entire IEP.** Upon request, a parent must be provided with a revised copy of the IEP with the amendments incorporated.”*

Paragraph (a) (4) states

*“In making changes to a child's IEP after the annual IEP Team meeting for a school year, **the parent of a child with a disability and the public agency may agree not to convene an IEP Team meeting for the purposes of making those changes, and instead may develop a written document to amend or modify the child's current IEP.**”*

*Pikes Peak BOCES interprets the above to mean that the procedure for an Amendment should be as follows:*

1. Contact the special education administrator (Deirdre or Trish) regarding the changes you would like to make to a student's IEP for approval to complete an Amendment.
2. Talk with the rest of the IEP team as well as the parents and determine if the team would like to reconvene or make the proposed changes without a meeting.
3. Create a Prior Written Notice of IEP Amendment Prior Written Notice.
4. In completing the IEP Amendment Prior Written Notice you must answer:
  - Which section or sections on the current IEP will be amended?
    - Be specific. Use the language that matches the sections of the IEP as laid out in Enrich so that parents can readily reference the correct section.

- What are the proposed changes?
  - You need to be detailed. Do not say things such as “Update goals” you need to actually write out the new goal.
- Rationale for changes:
  - Why does the team feel this should be changed? If there is a clerical error in the IEP and that is why the IEP needs to be amended, do not write, “We made a mistake.” You would write why the new goal is the most appropriate.
- Other options considered and rationale for rejecting those options:
  - Often, the team decides not to have a full IEP to do an amendment. This should be described. For example, “*The team discussed having a new annual review to update the IEP but based on parent, teacher, and service provider input an agreement was made that the described amendment to the IEP could be completed without a IEP team meeting.*”
- Other factors:
  - With accommodations, a factor we need to be aware of is the development of new state assessments and accommodations.
- Once the IEP Prior Written Notice is complete you must obtain parents’ signature if they agree not to convene an IEP team.
- Once you have a parent signature, **PLEASE WRITE WHO RECEIVED THE FORM AND THE DATE RECEIVED ON THE BOTTOM OF THE FORM as there is no date on the signature line.**
- You now need to update the actual IEP by choosing the Amend button and make the EXACT changes you outlined in the Prior Written Notice. **The IEP should be updated within 3 days of receiving the signed Prior Written Notice.**
- Send the Signed IEP Prior Written Notice and Amended IEP to Samantha at the Special Education Office.

### *Summary*

Amendments are for minor changes to the IEP that need to happen. Pikes Peak BOCES is now requiring prior approval by an administrator before doing an

amendment. We are finding that we need to gain some consistency in how amendments are used and this will be our practice moving forward. Amendments are a two-step process; the team needs to complete both the Prior Written Notice and make the changes to amend the IEP document.

### ***Frequently Asked Questions about Amendments:***

#### **What if parents don't sign the amendment?**

The signature on the amendment is to document that parents agree that a full IEP team does not need to be convened to make the changes. If parent does not sign this you should notice a meeting and convene an Additional Meeting to discuss the proposed changes. Parents can also request that instead of an amendment that a full IEP is held. **You should not be implementing any amended IEPs without the parent signature.**

#### **What is the purpose of the Prior Written Notice of IEP Amendment?**

A Prior Written Notice is a key form in special education as IDEA requires that AU's provide written notice anytime it proposes to initiate or **change** the identification, evaluation, or education placement of a child, or the provision of FAPE to a child. Any amendment to an IEP is a change to the offer of FAPE and therefore a PWN must be completed.

#### **What is the difference between Admin Edit and Amend?**

**Admin Edit should never be used to change IEPs** that have been finalized. The only individuals with approval to use this function of Enrich are Directors, Sonya, and Samantha.