



## Northern Lights Special Education Cooperative

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### Amending an IEP in SpEd Forms

The Regulations implementing IDEA 2004 provide a procedure whereby an IEP can be amended (i.e., changed) without having to pull the full IEP Team together [see 34 CFR 200.324(a)(4-6)]. **Amending an IEP occurs after the annual IEP has been developed, does not change the due date when the next annual IEP is due, and can only be done without a meeting when the parent agrees to do so.** SpEd Forms created the Agreement to Amend IEP form within SpEd Forms to comply with those requirements.

Here is the process to use when amending an IEP:

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.
2. After step 1 is completed, the 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.
  - a. If the parent requests further discussion through a meeting process, an IEP meeting is called, and due process continues in the typical fashion.
    - i. The team may amend the IEP at the meeting OR
    - ii. The team may decide to create an entirely new plan at the meeting.
  - b. If the parent and the school district agree the change can occur without a meeting,
    - i. 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.
    - ii. The Agreement to Amend IEP form is printed from SpEd Forms.
    - iii. The changes to the IEP are made in SpEd Forms. *(Be sure the original IEP or any previous amendments have been finalized prior to making any changes to the document.)*
3. The case manager prints the new IEP with the changed pages and sends them to the parent with....
4. A Prior Written Notice explaining the changes, reasons, options, and other factors related to the decision.
5. 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
  - ❖ Finalize the amended IEP, the PWN, and the Agree to Amend Form, and
  - ❖ Implement the Amended IEP.

6. Remember, the amending of an IEP does not change the annual IEP date.
7. NOTE: Regardless of whether the IEP was amended with or without a team meeting, be sure to check the “Amended IEP” box in SpEd Forms and fill in the date amended at the top of the first page of the IEP. Filling in the date amended allows for multiple copies/revisions of the IEP with different dates to be finalized into history.

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