

*Amended IEP; Not an Annual Review

- Meeting Notification (white)
- Staffing Notes
- Notice and Consent for Identification, Services and Placement (*yellow*) if needed
- Copy of Amended IEP
- MIS Teacher Information Page

*Further Information for Amending IEPs:

Sometimes teams wish to make a change to an IEP but don't want to redraft the entire IEP. This is appropriate if the team wishes to revise only a small portion or portions of the IEP and there is no need to review the entire IEP. The process for doing this is as follows:

At an IEP Meeting...

- Follow same procedures as for any IEP meeting (10-day parental notice; required participants present, notice/consent for changes, etc.).
 - In WebKIDSS; after selecting the individual student, Select "Add New/Amendment IEP Record". Amend the relevant IEP portions.
 - Send in the finished Amended IEP with all supporting documentation to Student Records. If Services or Placement changed, be sure to send in a new Teacher Information page.
 - On the Amended IEP – Write "Amended" on the top page, so this can be easily identified in the file.
- **Do NOT change the IEP date on WebKIDSS. The IEP's annual review date does not change.**

Without an IEP Meeting. If the parent and the school (including the principal, special education teacher, and classroom teacher) agree that a meeting is not needed to amend the IEP...

- Document relevant conversations with team members (at minimum: parent, principal, special education teacher, classroom teacher) on **Staffing Notes**. This provides documentation that all relevant team members were involved in the decision. *Document that all relevant team members agreed the change/amendment could be made without an IEP meeting.*
 - Change the IEP in WebKIDSS as described above, and send to Student Records.
 - Send a copy of the amended IEP to the parents.
 - A signature page for the IEP is NOT necessary; nor are signatures on the Staffing Notes
- **Do NOT change the IEP date on WebKIDSS.**

➤ Important...consent is still required for changes in services or placement (yellow form).