

Making Changes to the IEP	
<p>Minor Changes – Minor changes are changes which do not affect the educational placement of the student, or do not add or remove a type of service/goal. Minor changes include:</p> <ul style="list-style-type: none"> • Adding/removing a few accommodations or modifications. • Updating the participation code for end of level assessments. • Adding or reducing a small amount of service time to a service that is already listed on the IEP (including a related service). A small amount of service time means a change in service time that does not affect placement or the types of services provided. • Adding an additional goal to an area that is already addressed on a student’s IEP. • Adding objectives to goals that are on the student’s IEP. • Adjusting the wording or criterion of a current goal to make it more appropriate. • Documenting a change in service time for a change in education level (i.e. Kg to 1st, 6th to 7th, 9th to 10th) that WILL NOT result in a change of placement. 	<p>Major Changes – Major changes are changes which affect the educational placement of the student, or add or remove a type of service/goal. Major changes include:</p> <ul style="list-style-type: none"> • Changing Placement. • Adding/removing multiple accommodations or modifications. • Adding services goals/time if student has not previously received the particular service during the past school year (including related services). • Adding or adjusting multiple goals or short term objectives. • Reducing service time by eliminating a specific service area or goal. • Documenting a change in service time for a change in education level (i.e. Kg to 1st, 6th to 7th, 9th to 10th) that results in a change of placement. • Changing the student’s assessment participation to UAA (DLM).
Procedures	
<p>For minor changes you do not need to reconvene the IEP team.</p> <ul style="list-style-type: none"> • Parent must first approve proposed revisions before they are made to the IEP. • Parent must be informed of changes on the file copy of the IEP. • Changes are made on myIDEA using IEP Addendum tool and parents must be provided a copy of the revised IEP with changes highlighted. • The IEP changes are stapled to the back of the corresponding IEP. The main IEP is labeled, “See addendum dated _____”. <p>**Parents have the right to request an IEP meeting at any time. If during the course of proposing minor changes, the parent requests an IEP meeting, their request needs to be honored in a timely manner. In this case, follow the procedures outlined for major changes.</p>	<p>For major changes to the IEP, the IEP team must be reconvened.</p> <ul style="list-style-type: none"> • A notice of meeting, indicating all purposes of the meeting, must be completed and provided to the parent in a reasonable amount of time. • The complete IEP team, including the parent, student if appropriate, LEA, special education teacher, general education teacher and applicable related service provider must participate the meeting or follow the team member excusal procedures. • Changes are made on myIDEA using IEP Addendum tool or on a new IEP. • The IEP team signs the addended copy or the new IEP. <ul style="list-style-type: none"> ○ It is not ethical to obtain signatures of team members not participating in the meeting. The IEP team member excusal process needs to be followed for circumstances where a member cannot attend PRIOR to the IEP meeting. ○ Team members participating via phone or other electronic means, note it on the

	<p>signature line above their name (no signature is required in this case). Also not participation method on meeting summary document</p> <ul style="list-style-type: none"> • Parents must be provided a copy of the revised IEP with changes highlighted. • The addended IEP is stapled to the TOP of the IEP with the same meeting date. • If the team decides to do a new IEP instead of an addendum, the meeting date and due date are changed, then the whole team signs the new IEP.
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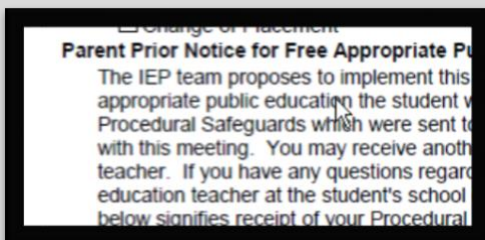
myIDEA Addendum Directions

Making Minor Changes to the IEP:

1. If it is a minor change, contact the parent to propose the change. After they agree,
2. Navigate to the IEP.
3. Click the addendum button at the top of the IEP. (If the IEP is not finalized, finalize before making an addendum.)
4. Make the changes to the IEP.

In the goal area field, service description field or the accommodation field, you might want to type: "Addendum" [Current Date], Goal/Service/Accommodation title. This will make it clear what has been added as an addendum.

5. Print 2 copies of the pages that are changed AND the page of the IEP that has the Parent Prior Notice for Free Appropriate Public Education.



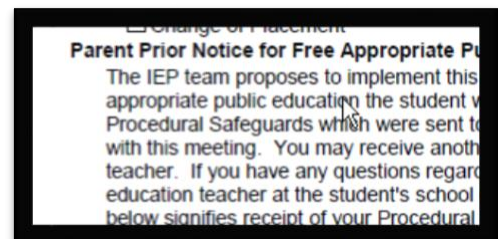
6. Highlight the changes on both copies (unless you indicated them as addendum when they were entered).
7. If it is a Minor Change, contact the parent to review the changes.
8. Provide parents a copy.
9. Document the provision of parental copy on the school copy. For example:
 "8/28/2012: Reviewed proposed addendum with Mrs. Smith. Provided her a copy of the changes and Notice for Free Appropriate Public Education."

Making Major Changes to the IEP

1. If this is a major change, contact the parent and the IEP team members to schedule an IEP meeting.
2. Complete and send the Notice of Meeting.
3. For IEP team members who will not participate, the Team Member Excusal process needs to be completed by the applicable team member or case manager (for gen. ed teacher only)
4. Navigate to the IEP.
5. Click the addendum button at the top of the finalized IEP. (If the IEP is not finalized, finalize before making an addendum.)
6. Make the changes to the IEP.

To make it clear what is being added, you might want to type: Addendum [Current Date], Goal If you are adding a goal/or service, Title, or Addendum [Current Date], Service Title.

7. Convene your IEP team and review the proposed changes.
8. Document the proposals using the Meeting Summary Document.
9. Print 2 copies of the pages that are changed AND the page of the IEP that has the Parent Prior Notice for Free Appropriate Public Education.



10. Highlight the changes on both copies (unless you indicated them as addendum when they were entered).
11. The whole IEP team signs or notes participation method to the addended IEP when major

10. Attach the school copy to the back of the IEP which was addended in the student's special education file.
11. Note on the front of the IEP, "See addendum dated _____". This will indicate to anyone who receives the file that there has been an addendum.

changes are made. Team member excusals are noted on signature line also.

12. Provide parents a copy.
13. Staple the school copy to the TOP of the IEP which was addended in the student's special education file.