

AMENDMENTS TO AN IEP

WAC 392-172A-03110 Development, review, and revision of IEP:

2(c) After the annual IEP team meeting for a school year, the parent of a student eligible for special education and the school district may agree not to convene an IEP team meeting for the purposes of making changes to the IEP, and instead may develop a written document to amend or modify the student's current IEP. If changes are made to the student's IEP the school district must ensure that the student's IEP team is informed of those changes and that other providers responsible for implementing the IEP are informed of any changes that affect their responsibility to the student, consistent with WAC [392-172A-03105\(3\)](#).

2(d) Changes to the IEP may be made either by the entire IEP team at an IEP team meeting, or as provided in (c) of this subsection, 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.

Forms to add to the IEP batch:

Documentation of Individualized Education Program (IEP) Addendum (Form 16)

- Use when you are amending the IEP during a team meeting

IEP Amendment without Reconvening the IEP Team (Form 76.1)

- Use when you are amending the IEP without a team meeting

Make sure to include extra copies of all documents that are impacted by the amendment, which may include:

- Goal page(s)
- IEP Summary Matrix
- Supplementary Aids and Services
- Prior Written Notice

Remember:

- The annual due date remains the date the IEP was originally developed
- All team members who are affected by the amendment must be informed
- Provide the parents with updated copies of all forms that have been amended