Amending an IEP

Student Name: _____

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.

Prior to Amending an IEP:

Check the student's History to confirm that the original IEP has been finalized.

TASK	**Date Completed**
Discuss proposed change(s) with the Principal and team members.	
Contact the parent to discuss proposed change(s). Explain that the change needs to occur through a team process.	
Complete and Finalize **Agreement to Amend** Form on SpEd Forms (under IEP section).	
Make proposed changes on Amended IEP: ● Click on IEP ● Check Amendment box in upper left corner ● Click on page 1 Student Information and type IEP Amendment Date in the upper right ● Make changes on Amended IEP	
Page 6 Services: If a service is being added (i.e. speech, OT, etc.) the start date is 14 + 1 calendar days from Amended IEP Date (Refer to 14 day calendar), and the end date should be the same as the end date of services on the original IEP.	
Finalize the Amended IEP.	
Complete and Finalize **Prior Written Notice and Parental Consent/Objection Form.**	
Print **Agreement to Amend** Form, **Amended IEP**, and **Prior Written Notice and Parental Consent/Objection Form** and send to parent.	
After receiving written consent (or 14 calendar days have passed), inform team members that change(s) may be implemented.	

Updated June 2, 2026

A student's IEP should be amended when:

- A new student on an IEP transfers into the district.
    - An annual IEP team meeting or IEP amendment must take place within 2 weeks of the student's transfer date.
    - The MARSS Data Sheet must be given to the district MARSS Coordinator.

- A change needs to be made to the IEP, and the annual IEP date is several months away.
    - Goal/objective altered, added, or removed
    - Service added or removed
    - Service time increased or decreased
    - Change in setting
    - Other significant change in programming

- A re-evaluation is completed after the annual IEP is written.

- An IEP does NOT need to be amended in certain instances.
    - Phone number, address, or grade change
    - Course of Study change (High School)
    - Early Childhood Special Education federal setting change