**When is it appropriate to amend an IEP?**

* *An IEP amendment should not change the student’s LRE, eligibility for special education or substantially change the student’ special education services. The IEP may be amended to address issues such as:*

*• Lack of progress toward annual goals*

*• New information about the child provided to or by the parents*

*• Reconsideration of decisions previously made regarding grading, promotion and assessment*

*• Revision or consideration of transportation services*

*• The need to eliminate or add curriculum modifications or accommodations such as classroom or individual aids*

*• Revision or consideration of a behavior intervention plan*

*• The need to identify alternative strategies to meet the transition objectives if those set forth in the IEP are not being provided*

**Instructions for Amending an IEP**

1. Click Add Action
2. Then select IEP Amendment from drop down box
3. Fill Out form and the print out so parents can sign form
4. Then go into actual IEP that is needing to be amended and click Amend Button
5. Make appropriate changes to IEP and then after Prior Written Notice skip a line and put date and then a brief summary of what was amended in IEP
6. Send IEP Amendment form to parent and once it is returned with signatures, upload document in IEP