

## Amendment

### IEP amendment

From time to time throughout the school year, an IEP may need to be amended.

**Steps** *To create a formal amendment:*

1. Visit the IEP to be amended.
2. If the IEP has not yet been marked complete, mark the IEP complete now. Then re-visit the document.
3. Click on the lock icon in the right of the toolbar and select **Amend**. This creates a formal amendment of the IEP.
4. Under **MEETING TYPE**, check **AMENDMENT** (in addition to the selections already checked).
  - o NOTE: Leave **MEETING DATE** unchanged. The EMIS GE record will use the **DATE OF AMENDMENT** entered in step 6 below for the AIEP event date.
  - o NOTE: Leave **START** date unchanged. The EMIS GE record will use the **DATE OF AMENDMENT** entered in step 6 below for the AIEP start date.
5. Make the changes required to the IEP in this amendment.
6. Add a new row to the amendment table on the bottom of the cover page describing the changes.
7. Re-mark this document complete.

Repeat this process each time an IEP must be amended.