samegoal

Making Revisions

If you are making a change to a student's IEP that changes the student's eligibility status, changes their educational placement, or is related to a manifestation determination review, you will need to make a revision to the document.

A revision is very similar to an amendment, but it requires an ARD Committee Meeting.

How to revise an IEP

Steps *Steps to add a revision to a student's IEP:*

1. Since a meeting is required for revisions, you'll need to send a **Notice of ARD Committee Meeting**.
2. The document owner can click on the lock icon and select **Amend**.
    - The **Amend** option is used for both amendments and revisions.
3. At the bottom of the cover page there is an **Amendments/Revisions** section. For every revision that is made, add a new section by clicking **add Amendment/Revision**.
4. Indicate there is an ARD meeting by entering **Yes** under **Meeting**.
5. Enter in the date of the meeting and the effective date.
6. Click **add Change**, specify which section(s) will be updated, and summarize the change(s) being made.
7. Make the necessary changes in the document to reflect the revision section.
8. In Section 15, add a new signatures section and have all meeting participants add their signatures.
9. Once the necessary edits have been made, re-mark the document complete.
10. If the document was previously shared with the parent/guardian, they will retain access after a document has been completed, but once a revision is created, their access will be outdated. You will need to re-share the document with them.

If you amend an IEP and select **Yes** for **Meeting**, there will be a deadline to amend the corresponding Funding Tool within 10 school days of the IEP amendment/revision.