samegoal

Year One Amendments

If you need to amend "stub" documents your first year on SameGoal, there is a specific workflow you can follow.

Amending stub documents

Steps *To amend a stub document:*

1. Navigate to the document you need to amend, click on the lock icon in the toolbar, and select **Amend**.
2. Check the **State reporting only** box at the top right of the cover page.
    - This will remove most validation checks, leaving only those for state reporting.
3. On the bottom of the cover page, click **add Amendment/Revision** and fill out the table. For each change that needs to be made, click **add Change**.
4. Click on the checkmark icon in the toolbar to enter into Validation Mode and use the arrows that appear to jump to each field that must be filled out for state reporting. Once all validation checks are satisfied, the checkmark will turn green.
5. Document any other relevant information such as accommodations and related services.
6. If you had a meeting to discuss the changes, add an additional signatures section in Section 15.
7. Mark the document complete again.