

When to Start an Amendment

Select an amendment for any of the following: goal additions, accommodation changes, minor adjustment to minutes, schedule changes, ISAT information/accommodations, BIP review/update, IEP review, etc. If a change in services or change in placement is warranted, and IEP team meeting should be called with the required IEP team members.

1. On **19-Amendment** form write in Explanation of the Change. Complete all other boxes.
2. If you already have an existing IEP, make sure to click on the **Select Another IEP** tab, choose start a new IEP and select start a new amendment. Update the appropriate IEP forms indicating the identified minor change.
3. Begin and save as completed only the forms needed. Indicate **IEP is Finished** and submit to LEASE.