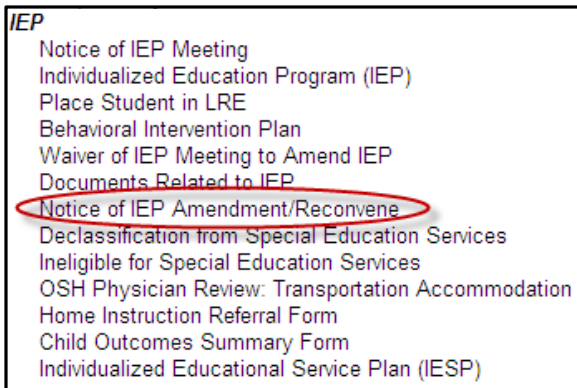
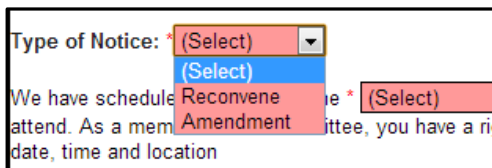


# Amending an IEP with a Meeting

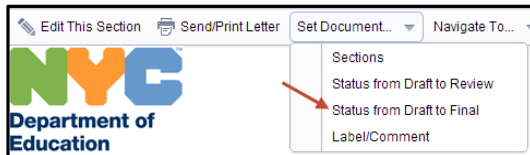
- 1 Create the **Notice of IEP Amendment/Reconvene** document.



- 2 Select **IEP Amendment** from the *Type of Notice* field dropdown list.



- 3 Finalize the **Notice of IEP Amendment/Reconvene** letter.



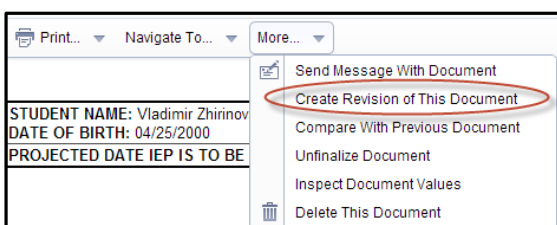
- 4 Click **Send/Print** to record sending the letter to the parent/guardian.



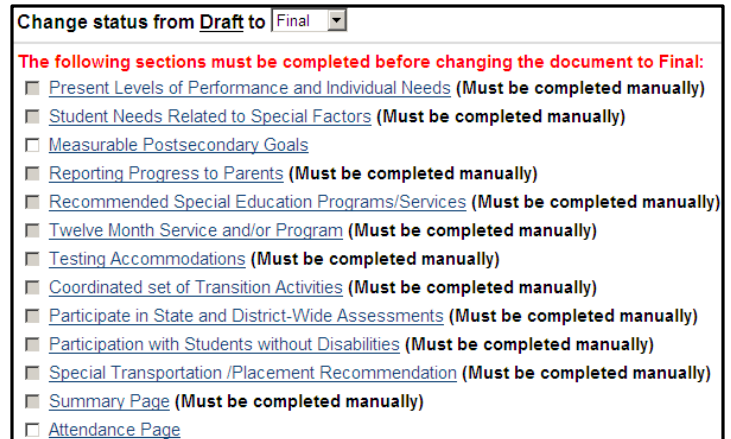
- 5 Click to open the finalized **IEP** you are amending.



- 6 Click the **More Actions** dropdown and select **Create Revision of This Document**. The Cover Page is now flagged as an amended IEP. The date from the original IEP will remain the same.



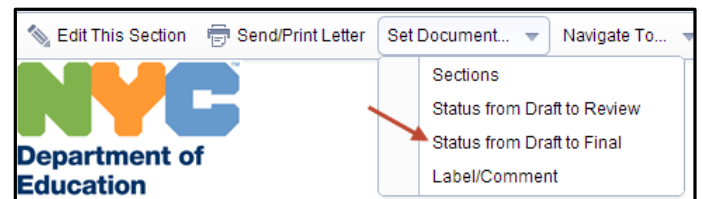
- 7 Once you have made your changes, you will be required to review all sections of the IEP and resave before finalizing the IEP to ensure that all changes are properly reflected.



- 8 After the meeting is held, create the Attendance Page fax coversheet from within the IEP and fax in the signed Attendance Page.



- 9 Finalize the revised **IEP**.



- 10 Provide a copy of the revised **IEP** to the parent.

- 11 The original and revised IEPs will be labeled in the student's documents.

Individualized Education Program (IEP) (Revision)	Final
Notice of IEP Amendment/Reconvene	Final
Individualized Education Program (IEP)	Final