

## IEP AMENDMENTS

What Do I Do When Changes Are Proposed To Current IEP?	
MINOR CHANGES (No IEP Needed)	MAJOR CHANGES (IEP Team Must Reconvene)
Minor changes are changes that: <ul style="list-style-type: none"> <li>• Do not affect placement</li> <li>• Do not add or remove a service</li> <li>• Do not add or remove a goal</li> </ul>	Major changes are changes that: <ul style="list-style-type: none"> <li>• Affect educational placement</li> <li>• Add or remove a service</li> <li>• Add or remove a goal</li> </ul>
MINOR CHANGES ARE:	MAJOR CHANGES ARE:
Changes in the amount of special education or related services that are less than 30 minutes per week (as long as it does not change placement)	Changes in the amount of special education or related services that are more than 30 minutes per week
A goal change that is the next logical step forward or backwards and is based on the student's progress on an already existing goal	Adding service goals if student has not previously received the particular service during the past school year
Updating the participation code for end of level assessments	Changing the student's assessment participation to UAA (DLM)
Adjusting the wording or criterion of a current goal to make it more appropriate	Reducing service time by eliminating a specific service area or goal
How Do I Make Changes?	
YOU DO NOT NEED TO RECONVENE IEP TEAM	IEP TEAM MUST RECONVENE
Parent approves the proposed revision	Arrange a mutually convenient time for IEP meeting with parents and all members of the IEP team
Changes are made on IEP Addendum	Provide a Notice Of Meeting, indicating all purposes of the meeting, to the parents in a reasonable amount of time
IEP addendum page is attached to complete IEP	Convene the complete IEP team and propose changes to the IEP
Note on the front page of the IEP "See addendum dated _____"	Complete and sign IEP
Parents are provided a copy of the revised IEP with addendum page/s	Parents are provided an updated IEP
<p>Note: Parents have the right to request an IEP meeting at any time. If during the course of proposing minor changes the parent requests an IEP meeting their request needs to be honored in a timely manner.</p>	