

What Do I Do When Changes Are Proposed To Current IEP'?

MINOR CHANGES No IEP Meeting Needed	MAJOR CHANGES Reconvene IEP Team
<p>MINOR CHANGES are changes that:</p> <ul style="list-style-type: none"> • Do not affect placement • Do not add or remove a service • Do not add or remove a goal 	<p>MAJOR CHANGES are changes that:</p> <ul style="list-style-type: none"> • Affect educational placement • Add or remove a service • Add or remove a goal
Minor changes are:	Major changes are:
changes in the amount of special education that is no more than 30 minutes per week (as long as it does not change placement)	changes in the amount of special education that is more than 30 minutes per week
changes in the amount of related services that is no more than 30 minutes per week	changes in the amount of related services that is more than 30 minutes per week
a change of location that is no more than 60 minutes per week	a change of location that is more than 60 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
adding a few accommodations or modification	adding multiple accommodations or modifications
updating the participation code for end of level assessments	changing the student's assessment participation to UAA (DLM)
adding objectives to goals that are on the student's IEP	adding or adjusting multiple goals or short term objectives
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
documenting change in service time for a change in educational level that will not result in a change of placement i.e. K to 1st, 6th to 7th, 9th to 10th	documenting change in service time for a change in educational level that will result in a change of placement i.e. K to 1st, 6th to 7th, 9th to 10th that results in a change of placement
How Do I Make the Changes?	
YOU DO NOT NEED TO RECONVENE THE IEP TEAM	YOU DO NEED TO RECONVENE THE IEP TEAM
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 new IEP
Parents are provided a copy of the revised IEP with addendum page/s	Parents are provided a copy of the newly completed 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>	