

Amend Special Ed Documents

Last Modified on 10/22/2022 9:33 am CDT

Classic Path: Student Information > Special Education > Documents > Amend

Search Terms: Special Ed Documents

The Special Education Document Amend tool allows users to make changes to IEPs that have already been locked. This option is not available in all states. Users must have the appropriate tool rights to have access to this tool. Users who do not have the Amend tool right can open and view inprogress amendments but cannot make any changes.

New Documents are created using the new button.

IEPs must be locked to use the Amend tool. Delete 🖄 Open Lock/Unlock Copy Amend e Print **Documents List** in 2013-2014 (4) 🖻 🔒 Plans (1) 🗄 🖓 Katie Test IEP (04/16/2014-04/20/2015) Evaluations (1) ---- Corms (1) Uploaded Document Progress Reports (1) Katie Test IEP Progress Report (04/23/2014)

Image 1: Amend Tool

A PDF copy of the IEP, prior to it being amended, can be created. See Special Ed Preferences for more information.

Amend an IEP

- 1. Select the document to be amended from the Documents list.
- 2. Click the **Amend** button in the action bar.
- 3. A warning appears asking the user to verify that they want to amend the document. Click OK or Cancel.
- 4. Select the **document editor** to be amended.



Image 2: Amend Options

- 5. Click the Amend Editor button above the editor.
- 6. Enter an Amendment Reason and amend desired fields.

Summary	Team Members	Documents	Contact Log			
Save	→ Save & Continue	合 Print				
Plan Outline sdlEP13 IEP Information Enrollment Status Enrollment Status Enrollment Status Student Demographics Parent/Guardian Information Team Meeting Present Levels of Performance Transition Postsecondary Goals Transition Course of Study Transition Services/Activities		Amendment Opt				
		IEP Information The ability to lock or mark a document as complete has been relocated to the main view of the Documents tab, outside of the plan editors. Meeting Purpose *Meeting Date				
			04/14/2014			

Image 3: Amendment Reason

- 7. Click **Save & Continue** to move to the next editor or **Save** to save the changes and remain in the editor. Complete any additional amendments needed. Once saved, the document can be closed and remain in unlocked draft status.
- 8. Once all desired editors are amended, click **Review Amendments**.

Sumn	nary	Team Members	Documents	Contact Log					
•	Save	Complete Ame	ndment 💿 Bac	k to Plan					
Review Amendments									
	*Amendme	ent Start Date	04/17/2014	Original Start Date: Plan End Date:	04/16/2014 04/20/2015				
Ξ	Stephen Hallman / (ADVISORSTAFF)								
IEP Information Reporting frequency updated per parent request.									
	Modified by Stephen Hallman / (ADVISORSTAFF) on 04/16/2014								
	Goals and	Objectives							
	Added a	new goal	Modified by Steph	en Hallman / (ADVIS	.:: SORSTAFF) on 04/16/2014				
		Ima	age 4: Reviewing	g Amendments	5				



- 9. Enter an **Amendment Start Date**. The Start Date of the amended plan will be changed to the value entered.
- 10. To continue:
 - Click **Save** to continue making amendments to the document. Use this option to save the amendment in unlocked draft status. The Amendment Start Date and amendments are saved and the service dates are adjusted accordingly.
 - Click Back to Plan to make more amendments. Save changes first.
 - Click **Complete Amendment** to complete the amendment and lock the amended document. The End Date of the previous plan is updated to the day before the Amendment Start Date. Service dates are adjusted accordingly.

Note: Services with an end date prior to the Amendment date do not display in the amended plan. The end dated services still display in the original plan.

A new document appears above the original when the amendment is created. The original is labeled **(Amended Original)** and the new document is labeled **(Amended 1)**. The original document is given an End Date of the day previous to the Start Date of the Amended document.

