

EASYIEP

Amendment Process

Frequently Asked Questions (FAQ)

Q: *If I need to create an IEP Amendment, how exactly do I do that?*

A: 1. Log into the student's page and then into the IEP Process. When in the IEP Process, select Create Notification of IEP Amendment (34-57G).

The screenshot shows the top navigation bar of the EASYIEP system. The menu items include: Students, My Docs, My Reports, Wizards, Smart Logbook, Behavior Screening, Universal Rating, Schools, School System, Users, My Info, Super User, Eligibility Communications, Assessments, Team, Participations, Referral Process, Accommodations, Evaluation Process, Goals & Objectives, Eligibility Process, Special Ed Services, EP Process, Transition Plan, Summary Of Performance, Related Services, and State Reporting. Below the navigation bar is a list of options, each with a document icon: Review Conference Notes, Create IEP Document, Create Notification of Conference Recommendations (34-57E), Create Parent Consent for Initial Provisions (34-57F), Create Notification of IEP Amendment (34-57G), Create Transfer of Rights Document (34-57I), Manifestation Determination, Physician Order for Occupational and Physical Therapy, and Nonpublic Facility Placement Contract. A red arrow points to the 'Create Notification of IEP Amendment (34-57G)' option.

2. Enter in the required information into each of the fields listed.

The screenshot shows the 'Create Notification of Individualized Education Program Amendment (34-57G) for I' form. The form fields are: Date the Notice will be sent: 12/04/2009, Date of Contact: 12/04/2009, School District Personnel Name: Test Tester, School District Personnel Title: Administrator, What is the method of contact?: met in person (unchecked), exchanged e-mails (checked), spoke on the phone (unchecked), exchanged faxes (unchecked), notes section (empty text area), Changes and Explanation of the Changes: (empty text area), Date the Changes will be initiated: 12/05/2009, and Signer of Notification: Billy Cyrus.

3. Then create a Final 34-57G Form.

The screenshot shows the EASYIEP system interface. At the top, there is a navigation bar with the same menu items as the previous screenshot. Below the navigation bar, there are two buttons: 'Create Draft 34-57G Form' and 'Create Final 34-57G Form'. A red arrow points to the 'Create Final 34-57G Form' button. Below the buttons is a table with the following data:

Del	Date Generated	Document Type	Type	EasyFax	Date Received
<input type="checkbox"/>	12/04/2009	Parent Notification of Amendment (34-57G)	Final		

At the bottom of the screenshot, there are three buttons: '<< Back', 'Save', and 'Save & Continue >>'. A red arrow points to the 'Save' button.

4. Once you have created a Final 34-57G Form, go into the Create IEP Document section in the IEP Process. Select “YES” in the drop down where it asks: *Is this an amendment?* (The question will ONLY display if a final IEP is current in the system)

Date this IEP Begins: [] [B/E]

Date this IEP Ends: [] [B/E]

Parent(s) given a copy of the IEP.

Parent(s) given a copy of the eligibility determination.

Parent(s) given a copy of the district's behavioral intervention policy

Parent(s) given a copy of the district's behavioral intervention procedures (initial IEP only)

Yes Is this an amendment?

Yes

No

5. The green check marks next to each section in the IEP Process disappear 30 days after the finalized IEP document is created. **If your green check marks in the IEP Process are gone, the system will prompt you to visit the below sections in red to update them and to click Save and Continue (if no updates need to be made, simply click Save and Continue):**

Yes Is this an amendment?

You cannot create a Final IEP at this time. Please fix all Errors. To see a list of errors please click on Display IEP Errors.


The following sections have not been visited.

- Student Information
- Assessments
- Annual Goals
- Transportation
- Behavior Intervention Plan
- Services, Supplemental Aids & Services, and Placement
- Extended School Year
- Review Conference Notes

*If all green check marks are still present next to all sections in the IEP Process, the system will not require you to re-visit any IEP Process sections.

6. Once the above sections have been visited and updated (Save and Continue was selected), go to the Create IEP Document section in the IEP Process. Enter in the NEW *Date the IEP Begins* (the date the amendment goes into effect), select the appropriate drop down answers to the four questions asked (if the answers are not already selected) and click on Create Final Amendment. This is your new, finalized IEP document with your amendment added.

Date this IEP Begins: 12/04/2009 
Date this IEP Ends: 11/20/2010

 Yes Parent(s) given a copy of the IEP.
 Yes Parent(s) given a copy of the eligibility determination.
 Yes Parent(s) given a copy of the district's behavioral intervention policy
 Yes Parent(s) given a copy of the district's behavioral intervention procedures (initial IEP only)

Yes Is this an amendment?

Click on the button below to create a Final/Amendment IEP. You can create a Final/Amendment IEP only if all the errors have been fixed.



Del	Date Generated	Document Type	Type	EasyFax	Date Received
	12/04/2009	ICAD-IEP	Final		

