

Notification of IEP Amendment
FORM: ISBE 34-57 G (3-5-10)

Following are guidelines to use when the contents of an IEP need to be modified and the school district and the parent agree not to reconvene the IEP meeting for the purpose of making these minor changes.

The IEP Modification form is only to be used for **MINOR** changes in the IEP. If you think an IEP needs to be changed you should follow the following steps prior to completing any paperwork.

- First talk to your KCSEC Coordinator and determine if a modification is needed and how it will be done. This should be completed at a PPS or program team meeting.
- If the team agrees – Contact parents. The district and parents need to agree not to reconvene the IEP meeting to make these minor changes.
- Complete paperwork in EZ IEP.
- On the form include an explanation of the change and the date the change will begin.
- Coordinator signs the IEP Amendment form.
- Distribute copies to appropriate personnel (school, KCSEC, and parents).
- Change and Re-finalize the IEP in EZ IEP. Attach a copy of the student's current IEP page that had the change to this form when distributing to parents. The original, signed Amendment form must be sent to KCSEC so that it can be attached to the current IEP in the file.

APPROPRIATE USE OF IEP AMENDMENT FORM

- To increase or decrease related services minutes already on the IEP
- To add or change Curriculum or Test Accommodations or Curriculum Modifications

The following things can be done on a modification form, only if the change does not impact the % of time in Sp. Ed. or % in Gen. Ed. to the extent that it changes the Educational Environment Code (see listing below)

- To increase or decrease special ed. instructional minutes
- To change 1 general education class or period to instruction in a special education class
- To change from a special ed. direct class or direct instruction to instruction within the general education classroom with special education support in the classroom.

EDUCATIONAL ENVIRONMENT CODE

- Inside the regular classroom for 80% or more of the school day
- Inside the regular classroom for 40% to 79% of the school day
- Inside the regular classroom for less than 40% of the day

EXAMPLES OF CHANGES THAT REQUIRE A FULL IEP MEETING:

- Adding a new related service
- Dismissal or discontinuation of a related service
- Change in program or classroom where instruction takes place
- Change in eligibility