

8/6/15

Creating an Amendment in TIENET

1. Click on the *finalized* IEP you wish to revise.
2. Under the *More* dropdown, choose **Create a Revision of this Document**
3. Purpose for IEP Team Meeting: **Amendment**
 - Under Purpose, there is also a blank box into which you can add text. Please type a reason in this box. Example: Add SW, Amend test accommodations, etc
 - Click on the calendar to create the date of the amendment
4. A box appears: “These sections of the IEP have been modified”. Type the title of each section, **including** PLAAFP if you are updating info to provide rationale for a service or accommodation.
5. Update sections of the IEP to be amended.
6. A new Notice page will automatically generate. **Be sure your district representative signs the new Notice page.**
7. Finalize the Revision.
8. Print a copy of the **revised** IEP, including Notice, for the CA60 and parents.
9. Complete an RMS sheet reflecting changes and submit to Jacqui and your district data personnel (per district procedure).

General Guidance

- A face-to-face meeting is not required for minor changes to the IEP, however, best practice would be a meeting if services are being added or changed.
- An invitation is still necessary if a face-to-face meeting will be held.
- If there is no face-to-face meeting, any communication with the parent about the amendment (purpose, reason, etc) should be documented within the amendment in the “Other Considerations” section under “Anticipated Needs and Other Comments”
- Parents no longer sign the amendment.
- Check the *participants* on the first page of the IEP when creating the amendment. A whole IEP team does not need to be documented; only those directly involved in the changes.
- Make sure all service providers and general education teachers have a copy of the amendment.