

# Amendment Training

1) When should you do an amendment and when should you do an IEP?

The screenshot shows the Illuminate Education IEP Wizard interface. The browser address bar displays the URL: [https://amaesd.illuminateed.com/sandbox/?iep\\_invitation\\_id=4198&step=0&fwstatus=IEP+Wizard+Addendum+Meeting+Qu](https://amaesd.illuminateed.com/sandbox/?iep_invitation_id=4198&step=0&fwstatus=IEP+Wizard+Addendum+Meeting+Qu). The page title is "IEP Wizard Invitation | Illu...". The navigation menu includes "Special Ed", "Medicaid", "Students", "Reports", and "Administration". The main content area is titled "Addendum Purpose" and contains a list of options with checkboxes:

- To add, delete, or modify IEP goals and/or short-term objectives
- To change the amount of time and/or frequency for an existing program or related service
- To add or delete, or modify a supplementary aid, program modification, or support service
- To change a transportation provision
- To change language related to state or district-wide assessments
- To address the need for extended school year (ESY) services
- To make short-term changes to the IEP (Homebound/Hospitalized, etc)
- To make changes to a transfer student's IEP instead of completing a new IEP
- To add or delete a related service from an IEP
- To modify the student's transition plan

Below the list is the "Addendum Information" section, which includes a "Host Site" dropdown menu set to "Alpena Public Schools" and an "Addendum Date" field set to "09/14/2012". A "Save" button is located at the bottom right of the form.

Amendments are generally for small changes. If you are doing BIG Changes and/or all of the IEP team needs to be a part of the process, then is an amendment the best route?

Appendix G:

2) Rationale AREA: What needs to go here?

- a. Both parties (parent and school administration) need to be in agreement with the amendment. Because of this, you need to WRITE in the Rationale Box if they are, the date they gave consent and how they gave consent. I.E. Sue Bunartmineter was contacted by phone on 9/25/12 and stated that she was in agreement with this amendment. Bob Marintinene, principal, was contacted in person on 9/25/12 and stated that he was in agreement with this Amendment.
- b. You need to write in the Rationale why the amendment is needed/being done. REMEMBER—YOU STILL NEED TO GO INTO THE AREA AND MAKE THE CHANGE—JUST WRITING IN THE RATIONALE DOES NOT FIX THE IEP.

The screenshot shows a web browser window with the URL [https://amaesd.illuminateed.com/sandbox/?iep\\_invitation\\_id=420&step=0&page=IepWizardAddendumRationale](https://amaesd.illuminateed.com/sandbox/?iep_invitation_id=420&step=0&page=IepWizardAddendumRationale). The page title is "IEP Wizard Addendum Rationale | Il...". The header includes the "illuminate education" logo and a search bar. Below the header, there are navigation tabs for "IEP Wizard Addendum Rationale", "IEP Details", and "IEP Wizard Quick Navigation". A "New Student Search" link is also present. The main content area displays student information in a table:

Student Name	ID	Birth Date	Age
BRADY JAMES MARWEDE	2827 (2399944101)	11-06-1995	16

Below the table, the "Addendum Rationale" section is visible. It contains a text area with the prompt "Describe the rationale for a need for an addendum to this IEP." and a "Save" button. Navigation buttons "< Back" and "Next >" are located below the text area. At the bottom of the form, it states "Last modification made by NIKI SANDY on 09-21-2012 at 12:26 pm." The Windows taskbar at the bottom shows the date and time as 11:07 AM on 9/25/2012.

- 3) Purpose: This section of the Amendment opens up the available screens that may need to be amended. YOUR selection (what you check off) drives this. FYI—Once you have checked off the purpose(s) and selected SAVE, you cannot go back and UNDO the areas you checked off. You can only go back to this page and ADD more purpose(s).

The screenshot displays the 'IEP Wizard Addendum Meeting Question' page in the Illuminate Education system. At the top, a green message bar states 'IEP Wizard Addendum Meeting Question saved successfully.' Below this, the 'Addendum Purpose' section contains a list of nine checkboxes, all of which are currently unchecked. The 'Addendum Information' section includes a 'Host Site' dropdown menu and an 'Addendum Date' field set to '09/25/2012'. The page also features a navigation menu with options like 'New Student Search', 'IEP Wizard Invitation', and 'IEP Details'. The student profile for 'BRADY JAMES MARWEDE' is visible at the top left, showing an ID of 2827, a birth date of 11-06-1995, and an age of 16.

- 4) Notice of Provisions and Services: Because this Amendment is attached/a part of the most recent IEP, an administrator signature is NOT REQUIRED on Amendments. **However, both parties must be in agreement with the amendment. This goes in the RATIONALE SECTION. (See #2 for how to do this.)**
- 5) The AMA ESD does not need copies of Amendments BUT your local might. Be sure to check with your school.
- 6) Do not forget to put a copy of the Amendment and Notice of Provisions and Services in the CA 60 and give a copy to the parents.