

<b>SPECIAL EDUCATION PROCEDURE</b>	
<b>District Name</b>	Warren Woods Public Schools
<b>Subject/Topic of This Procedure</b>	<b><i>IEP Implementation: Amendments</i></b>
<b>Date Procedure was Adopted or Revised</b>	06/19/2023

<b>Legal Requirement with Citation</b>	<p><b>§300.320 of the Individuals with Disabilities Education Act (IDEA)</b> defines an individualized education program. The IEP must include, among many other components, a statement of the special education programs and related services that will be provided to the student as well as the supplementary aids and services to be provided.</p> <p><b>§300.324(a) of the Individuals with Disabilities Education Act (IDEA)</b> indicates that changes to the IEP may be made either by the entire IEP Team at an IEP Team meeting, or by amending the IEP rather than by redrafting the entire IEP. In making changes to a child’s IEP after the annual IEP Team meeting for a school year, the parent and the school district may agree not to convene an IEP Team meeting for the purposes of making those changes, and instead may develop a written document to amend or modify the child’s current IEP.</p> <p>Upon request, a parent must be provided with a revised copy of the IEP with the amendments incorporated</p> <p>If changes are made to the child’s IEP as described above, the school district must ensure that the child’s IEP Team is informed of those changes.</p>
<b>Under what circumstances will this procedure be used?</b>	This procedure will be used when the district and the parent agree that changes to the IEP are necessary and that those changes may be made outside of an IEP meeting and/or without the participation of the entire IEP team.
<b>Who will implement this procedure?</b>	Special education service providers and Special Education Administration.

**Describe the steps in this procedure.**

1. In general, changes to an IEP are made by reconvening the IEP Team and developing a new IEP in accordance with established procedures for IEP Development.
2. In some cases, the district and the parent may agree that, although changes to the IEP are needed, there is no need to develop a new IEP. In that case, an IEP amendment may be developed.

The persons who has authority to determine on behalf of the district whether an amendment is necessary and appropriate is the special education case manager and the special education administrator.

The individuals who has the authority to make this determination on behalf of the district is also responsible for contacting the parent to discuss whether an amendment is necessary and appropriate. The result of that discussion (and whether there is agreement or not between the parent and the district) will be documented in the PowerSchool Special Programs Events Log.

3. An IEP amendment may be developed by the full IEP team. If so, the following steps apply:
  - An IEP team meeting will be scheduled in accordance with established procedures for *IEP Scheduling and Participants*.
  - Sections of the IEP will be amended by consensus of the team, using the amendment tools within PowerSchool Special Programs.
  - Within 7 school days of completing the amendment, parents will be provided with Prior Written Notice of the district's intent to implement the amended IEP, including a copy of the IEP with amendments incorporated.
  - Copies of the amended IEP will be available to all members of the IEP team in PowerSchool SE.
4. The district and the parent may agree that an IEP meeting is not necessary to develop an amendment. If so, the following steps apply:
  - The individual who has the authority to determine on behalf of the district whether an amendment is necessary and appropriate also may determine with the parent that an IEP meeting is not necessary to develop the amendment.
  - The result of that discussion with the parent (and whether there is agreement or not between the

	<p>parent and the district regarding the need for a meeting) will be documented in the PowerSchool Special Programs Events Log.</p> <ul style="list-style-type: none"> <li>○ If the parent and the district agree that a meeting is not necessary to develop the amendment, sections of the IEP will be amended as discussed with the parent, using the amendment tools within PowerSchool Special Programs.</li> <li>○ Within 7 school days of completing the amendment, parents will be provided with Prior Written Notice of the district’s intent to implement the amended IEP, including a copy of the IEP with amendments incorporated.</li> <li>○ Copies of the amended IEP will be available to all members of the IEP team in PowerSchool SE.</li> </ul> <p>The person responsible for completing the amendment in PowerSchool Special Programs and providing the parent with Prior Written Notice and a copy of the IEP with amendments incorporated is the special education administrator.</p> <p>5. The amended IEP will be implemented:</p> <ul style="list-style-type: none"> <li>○ as soon as possible after the parent has been provided with Prior Written Notice of the district’s intent to implement the amended IEP; AND</li> <li>○ not later than 15 school days after the amendment is developed.</li> </ul> <p>Amending the IEP does <u>not</u> re-set the annual review or three-year reevaluation date.</p>
<b>What forms are necessary to implement this procedure?</b>	The student’s current IEP and PowerSchool Special Programs IEP Amendment Tool
<b>How, when and by whom will this procedure be consistently documented?</b>	Compliance with this procedure is documented in the PowerSchool Special Programs Events Log and on the IEP Form.
<b>How, when and by whom will this procedure be routinely supervised?</b>	The IEP amendment process, including any agreements with the parent relative to the need for an amendment and the need for a meeting, will be supervised by the Special education administrator. Documentation of the amendment process will be reviewed for compliance monthly based on a random sample.

<b>How, when and by whom will changes to this procedure be communicated?</b>	<p>Changes to this procedure will be communicated by the Special education administrator.</p> <p>Changes to this procedure will be communicated annually and as a result of MDE guidance.</p> <p>Changes will be communicated using the district website, hard copies to staff and during scheduled professional development.</p>