**IEP Amendment Checklist – Morehouse Parish Special Education**

**(To Be Completed by Person with IEP Authority and Submitted to IEP Facilitator)**

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher/School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Amendment:

\_\_\_\_ Student failing to make progress

\_\_\_\_ Change of school site

\_\_\_\_ Change of placement (must be discussed with IEP Facilitator)

\_\_\_\_ New goals and objectives, if all achieved

\_\_\_\_ Transfer from another parish

\_\_\_\_ Adding behavior plan and goal

\_\_\_\_ New evaluation (not necessary to amend if it’s a waiver)

\_\_\_\_ Student becoming Homebound or returning from Homebound

\_\_\_\_ Going to or returning from School Away from School

\_\_\_\_ Change of resource or inclusion minutes

\_\_\_\_ Parent requests amendment

\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Contact all team members - ODR, Related Services (SLP- Speech, OT, APE, School Nurse, AT), Teacher, Parent, and Student.

\_\_\_\_ Schedule the meeting to include all team members.

\_\_\_\_Create the amendment in SER, type in changes where needed, type in explanations on Amendments page, and

validate the Amendment. Add statement about amendment and date in the GSI.

If Parent Attends:

\_\_\_\_ Discuss Amendment changes with the parent and other team members.

\_\_\_\_ Have all members sign and date the Amendment page printout. (Do not change original signatures or dates from the original IEP.)

Put parent contact information on the Amendment page printout, followed by your initials.

If Parent is Unable to Attend:

\_\_\_\_ Discuss Amendment changes with other team members.

\_\_\_\_ Have all members sign and date the Amendment page printout. (Do not change original signatures or dates from the original IEP.)

\_\_\_\_ Hold the Amendment conference by phone. You MUST have parent contact documentation. Put parent contact information on the

Amendment page printout, followed by your initials.

\_\_\_\_ Make a copy of the Amendment page and the pages that were changed. One copy is put in the yellow confidential

folder, one copy goes to the parent, and one copy is sent to the IEP Facilitator.

Send the following to your IEP Facilitator:

\_\_\_\_ This checklist (checked off as each item is done)

\_\_\_\_ Amendment page with necessary signatures and dates

\_\_\_\_ Pages that changed or were amended from the original IEP

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**Signature of Person with IEP Authority Date Submitted to IEP Facilitator**

Revised 9/18/15