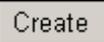
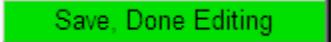
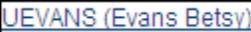
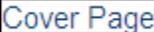




## Amendment Process Within SESIS -via Notice of IEP Meeting

Step	Action
1.	If you wish to amend the IEP without holding a meeting, complete the Waiver to Hold an IEP Meeting to Amend the IEP. Once the waiver is signed by the parent it should be faxed into SESIS using the fax coversheet created from the Waiver template.  Please view the next topic, called "Amendment Process-via Waiver to Hold and IEP Meeting."
2.	If you will be holding a meeting, select the <b>Notice of IEP Amendment/Reconvene</b> from the Create New Document dropdown.
3.	Click the <b>Go</b> button.
4.	Enter " <b>Amendment</b> " into the Comment field.
5.	Click the <b>Create</b> button. 
6.	Enter the appropriate information into the <b>Date</b> field.  Enter " <b>3/15/2010</b> ".
7.	Click to select <b>IEP Amendment</b> from the <b>Type of Notice</b> dropdown. 
8.	Enter " <b>3/25/2010</b> " to enter the date the IEP Meeting is scheduled for.
9.	Enter " <b>9</b> " to schedule the meeting for 9 am.
10.	Click the lookup link to enter the name of the School Psychologist. 
11.	Click to select Betsy Evans. 
12.	Enter " <b>John Doe</b> " into the <b>Parent Member</b> field.
13.	Click the <b>Save, Done Editing</b> button. 
14.	Click the link to finalize.
15.	Click the <b>Accept</b> button. 
16.	Click the <b>OK</b> button. 
17.	Click the <b>Send/Print Letter</b> link to record mailing the Notice to the parent in the student's Event Log. 

Step	Action
18.	Click the <b>UEVANS (Evans Betsy)</b> link to send a notification message to any staff member invited to the meeting. 
19.	Click the <b>Accept / Print</b> button. 
20.	Select the appropriate printer and click the <b>Print</b> button. 
21.	Once you have finalized the Notice of IEP Amendment, you can open the finalized IEP to make the revisions.
22.	Click to open the <b>Individualized Education Program (IEP)</b> . 
23.	Click the <b>More Actions</b> link. 
24.	Click the <b>Create Revision of this Document</b> link. 
25.	Click the <b>OK</b> button. 
26.	This IEP will open on the Cover Page. The Cover Page is now flagged as an amended IEP. The date from the original IEP will remain the same.  You may now navigate to the section needing an amendment.
27.	After making an amendment, even if all sections have been completed, you will receive a message when attempting to finalize, until you have opened and reviewed each section.  Click the <b>More Actions</b> dropdown. 
28.	Click the <b>Change Status of This Document</b> link. 
29.	Click <b>Final</b> . 
30.	To ensure that all changes to the IEP are reflected, even once all sections are complete; before the status can be changed to Final you will see this message.  All previously saved data will be preserved, however some sections may require updates.  Click on each section to review the information, save it and continue with each section.
31.	Click to open the <b>Cover Page</b> section. 
32.	Any information previously entered on the IEP is preserved. You must review this information for accuracy and resave the section.
33.	Click the <b>Save, Done Editing</b> button. 
34.	After saving each section, you will receive a prompt to click a link to complete the next section.  Alternatively, you can use the Select Section dropdown to navigate to the appropriate section for review.

Step	Action
35.	Click the <b>Select Section</b> dropdown. 
36.	Click to open the <b>Measurable Annual Goals</b> section. 
37.	The Goals, Criteria, and Method information that was previously entered is still here.  Review the information for accuracy, and then click the <b>Save, Done Editing</b> button. 
38.	Continue opening each section until every section of the IEP has been reviewed and saved. After completing this process, finalize the IEP.
39.	After making the appropriate amendments, click the <b>Change Status of This Document</b> link from the More Actions menu. 
40.	<b>Note:</b> In order to finalize the amended IEP, you will either need to fax in a signed Attendance Page if a meeting was held, or fax in the signed Waiver to Amend an IEP without a Meeting.
41.	Select <b>Final</b> . 
42.	The Notice of IEP Amendment and the IEP will appear as separate documents in the student's online record. The amended IEP will show that it is a revision of the original IEP.
43.	<b>Note:</b> The Date of IEP will be the same as the IEP being amended when an IEP Amendment is completed. Associated compliance dates will not change.
44.	<b>End of Procedure.</b>