

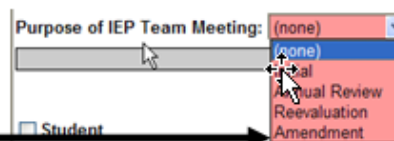
NEW AMENDMENT PROCESS

1. Open the latest IEP document that you need to amend in TieNet.
2. Select More Actions – Create Revision of This Document – OK

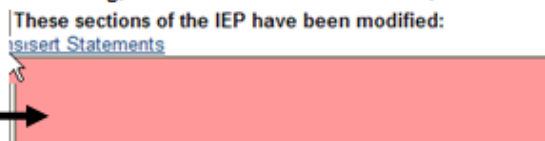


3. The new IEP amendment document will appear. (This will be a copy of the entire IEP document) You will select [Edit This Section](#) next to actions.

4. Select the purpose of the IEP as Amendment.



5. Type statements to list sections that you are amending, list date of the Amendment, and how pertinent team members participated.



**DO NOT CHANGE THE DATE OF
THE IEP TEAM MEETING**

Date of IEP Team Meeting: This date should stay the date of the IEP that you are amending and not the date of the IEP Amendment.
 Date of Last Evaluation IEP: 01/31/2012
 Resident District:
 Student Primary Language: English

6. Update the page(s) that you are amending.
7. Review and update the Notice Regarding Provision of Special Education page and insert the date of the FAPE offer for this amendment.

Resident District Superintendent/Designee: _____ Date:

There will be a date here from the last IEP. Delete and put in new FAPE date.
 (District Commitment and FAPE date must occur within seven (7) school days of the Amendment Date.

Upon completion of the Notice page there will be a "RED" error message regarding the FAPE and IEP date. District ~~laison~~ will be able to finalize the document with this error message.