

Process for Completion of IEPs

Minor Changes/Revisions in IEPs During the Year ESC 626 (No Meeting Required)

Definition of “**Minor Change**”:

- A change resulting in **less than a 25% increase or decrease in the duration or frequency** of a special education service, a related service, a supplementary aid or service, program modification, or supports for school personnel; OR
- A change in placement that results in the movement of **less than 25% of the student’s school day** from a less restrictive environment to a more restrictive environment, or a more restrictive to a less restrictive environment.

Preparation for making *minor changes* in an IEP:

- a. Consult with the parents, building administrator, and other providers on the IEP to get **verbal agreement** to the change(s).
- b. If the IEP team agrees with the proposed *minor changes* **and** agrees that an IEP Team meeting is **not required**, you must create an amendment to the current IEP and use the **ESC-626** to document the proposed changes.

Creating the Amendment Record:

- a. Go to the student’s IEP in the WebKIDSS program.
- b. On the “**Demographics/Parent/School Data Screen**”, click on the “**Add New/Amendment Record**” button.
- c. When you see the new screen, click on the “**Add Amendment IEP**” button.
- d. On the Amendment IEP Record screen, add the anticipated **Initiation Date** for the change(s).
- d. Click the “**Add Amendment IEP**” button and the program will take you back to the “**Demographics**” page. You should now see the newly created IEP in the “**IEP Records**” box (top right of screen) with the same date as the original IEP. The newly created IEP will be highlighted, with the Ed Status letter followed by a lower case “a” to indicate that this record is an amendment (for example, Ca would indicate an amendment for a Continuing student).

Archive the original IEP:

Once you have created the new IEP Amendment record, You will need to **archive** the old IEP:

- a. On the student’s “**Demographics/Parent/School Data Screen**” screen, in the IEP Records box, click on the IEP date immediately **below** the record you have just created. This date should be the date of the last IEP and will now be highlighted in blue. Click the “**Change Archive Status**” button also found on the right side of the “Demographics” screen.

NOTE: If you do not see this button, then you have not been designated as the primary provider on the “Anticipated Services Chart.” If this is an error, go to the Anticipated Services Chart and click the “P” in the circle after your name. When the new screen appears, click “Primary

Provider” and “OK”. This will designate you as the primary provider for that student. If you are not the primary provider, you will not have permission to archive records.

- b. Once you have clicked the button, the program will take you to the “**Change Archive Status**” screen. You will see a list of some of the student’s demographic information. Below the list, you will see two archive categories: **Student Archived and IEP Record Archived**. Student Archived will be followed by the word “**No**” because teachers **do not** archive students. Next to **IEP Record Archived**, click the radio button in front of “**Yes.**”
- c. Click the “**Change**” button to archive the IEP.
- d. The program will take you back to the “**Demographics/Parent/School Data Screen**” screen. You will now see the following message in red:
“ IEP record is archived. Changes cannot be made.”
- e. Return to the IEP Records box and click on the **top record** (the newly created IEP record). You are now ready to complete the necessary forms.

Completing the required forms (ESC 626, ESC 99) in WebKIDSS Forms Data:

- a. On the “**Demographics**” screen, of the amendment record, above the Student’s name, click on the button that says “**Enter IEP data**”.
- b. Click on “**Enter Forms Data**” in the drop down menu.
- c. On the new screen, click on “**Select a Form**”.
- d. Click on the desired **ESC form number** in the new drop down menu.
- e. When the form appears on the screen, you will see that all the student’s demographic information is already complete.
- f. Complete the **ESC-626 Amendment form** by checking the appropriate box(es) to indicate the area(s) being changed, describe the change(s) proposed in the center section labeled “**Changes**”, and complete the Date for the proposed change(s) in the space below.
- g. Click “**Save**”.
- h. Click “**Display Form**” and print.
- i. Repeat the process to add the changes proposed by the 626 Amendment to the ESC 99. Click “**Save**” then “**Display Form**” and print the **ESC-99**.

Completing the proposed changes on the IEP:

- a. You will now need to go through the IEP page by page, to make the changes agreed upon by the parent, teacher, and administrator. The new information should always be **added** above the old information, with the **date of the amendment** typed in before each change. Do **not** delete any information from the original IEP.
- b. Print a copy of the amended IEP to send to the parent. Use a highlighter to indicate the changes being proposed.

Required Signatures:

The **Principal** or administrative designee, the **special education teacher** and the **parent** must all **sign and date** the ESC-626. Please be sure that all appropriate boxes have been checked (Agree, Do Not Wish to Convene a Meeting, etc.) by each of the three participants. The special education teacher should sign as the District/LEA/Cooperative Representative.

Mail to the Parents:

The 626 Amendment Form, a copy of the IEP with the proposed changes and the ESC 99 should be mailed to the parent to sign and date. The ESC 99 will only be signed if the changes require consent. If changes do not require consent, only the first two pages of the ESC 99 should be sent to the parent. Be sure the parents have checked the appropriate box next to their signatures. The consent boxes should never be pre-checked by computer.

The Lines on page 2 of the 626 are **not** intended for signatures of Team Members. The Primary Provider should list the names of the staff members who will be informed of the changes made on this amendment. By doing so, the Primary Provider takes responsibility for making this notification to the staff listed.

Following Receipt of Signed ESC-626 and ESC-99 (if required):

Go to the “Dates/Ed Status” screen and change the **Initiation Date only**, to the date the parent signed the amendment. The IEP Meeting Date **does not** change.

Changing the Anticipated Services Chart (if necessary)

- a. Change the **end** date for any services that were changed or dismissed at the meeting, to the day **prior** to the Initiation date of the amendment. If there is a service for which the minutes changed, after you put the new end date on the original service, “**dup**” the line.
- b. Change the **start** date on the new line to the initiation date of the amendment and the **end** date to the day prior to the IEP due date.
- c. Change the minutes/days/weeks to what was decided by the Team.
- d. Repeat this process for any service lines that have changed.

NOTE: Do not delete any service lines from the Chart. The Chart should always represent **ALL** services that have been provided during the full IEP year.

Notifying Staff of Changes:

Utilize copies of the **ESC-626** to notify the appropriate staff members of the *minor changes*.

Submit Paperwork to the Cooperative Office:

- a. After making all of the necessary revisions to the IEP, send **only the required** paperwork to the Cooperative Office :
 - A full copy of the IEP with the changes indicated by highlighter
 - ESC-626 Form with required original signatures
 - ESC-99 Form with original parent signature(s) if there are changes requiring consent.
- b. It is the Cooperative’s expectation that **ALL** required paperwork will be submitted to the Coop office within **10 school days** following the IEP meeting.

***** Please do not send additional paperwork or documentation. *****

IEP Review:

- a. The IEP will be reviewed at the Cooperative Office. If changes or additional information are required, you will be notified by e-mail.
 1. If there is a discrepancy between the original, hard copy of the IEP and what has been entered into the WebKIDSS IEP, where the WebKIDSS version appears to be in error, you will be notified to make the necessary correction in WebKIDSS.
 2. If it appears that the WebKIDSS version is correct and the original, hard copy is in error, you will be asked to complete an amendment to the IEP (626) to correct the error. This will require signatures from the parent, administrator, and the primary provider. A new ESC 99 will also need to be completed.
 3. If the error(s) on the original, hard copy is/are substantial, you will be asked to re-convene the IEP Team and complete a 625 Amendment and a new ESC 99 to make the correction(s).
- b. Once the IEP has been reviewed, a hard copy of the WebKIDSS IEP , the ESC 626 and the ESC 99 will be printed and sent to the parent. The IEP will then be “**Adopted**” so no further changes can be made.

***** Please do NOT make changes to an IEP after it has been submitted to the Cooperative Office. Do not create a new IEP record until you see that the current record has been “Adopted” If you do need to make a change, please contact the Coop Office and we will review the existing IEP as soon as possible*****

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