

Process for Submission of IEPs
2007-2008

Changes/Revisions in IEPs During the Year

1. In preparation for making any changes in and IEP during the term for which the IEP is written, staff should take the official copy of the IEP and ESC-625 to the meeting in order to make written notes regarding proposed changes.
2. Complete ESC-400 and ESC-401 in WebKIDSS and distributes these to the parents and appropriate team members as the official notification of the IEP meeting.
3. If it has been more than 14 days since the last progress report, be sure that all providers update and print progress reports.
4. During the IEP meeting, indicate the areas of the IEP that are being changed by checking the appropriate boxes on the ESC-625 IEP Amendment form.
5. Use the ESC-625 form to obtain all appropriate IEP team signatures (including the parents).
6. If appropriate, have the parents sign and complete the Medicaid Release section at the bottom of the ESC-625 form (if that has not been completed during the current school year).
7. Additionally, complete and have the parents sign a new ESC-99 form to obtain consent for the changes being proposed.
8. Following the meeting, go to the student's IEP in the WebKIDSS program.
9. On the student's "Demographics/Parent/School Data Screen" screen, Click the "**Change Archive Status**" button. If you do not see this button, then you need to designate yourself as the primary provider on the "Anticipated Services Chart."
10. The program will take you to the "Change Archive Status" screen. Click the radio button in front of "**Yes.**"
11. Click the "**Change**" button to archive the IEP.
12. The program takes you back to the "Demographics/Parent/School Data Screen" screen. You will now see the following message in red: "**Student IEP record is archived. Changes cannot be made.**"
13. You are now ready to create an amended IEP for the student.

14. On the “Demographics/Parent/School Data Screen” Screen, click the “**Add New/Amendment IEP Record**” button. The program will take you to the record creation screen.
15. On the record creation screen, click the “**Add Amendment IEP**” button. WebKIDSS will return you to the Demographics screen. You should now see the newly created amendment IEP in the “IEP Records” box (top right of screen) with the same date as the original IEP and a lower case “a”.
16. Enter the information for the revised IEP including any changes, additions, or deletions to the newly created amendment IEP record and the ESC-99. For amendment IEPs, do not change the “**IEP Meeting Date**”. However, the “**Initiation Date**” should reflect the date changes will be implemented.
17. Be sure to enter the appropriate start and end dates for all services indicated on the chart.
18. **Do not delete information about a student or services the student has been receiving under the current IEP.** Use dates to indicate when new information was added to the text section of the IEP. Use the start and end dates on the anticipated services chart to indicate when specific services began and when they were changed or discontinued. This is an IEP “addendum” process and is intended to **add** information to an IEP, not remove information.
19. After making all of the necessary revisions to the IEP, send **only** the appropriate paperwork to the Cooperative Office (within 10 days) including the following:
 - ESC-625 Form
 - ESC-99 Form
20. ***** Please do not send additional paperwork or documentation. *****
21. The IEP will be reviewed at the Cooperative Office. If changes or additional information is required, you will be notified by e-mail or through an “IEP Checklist”.
22. If you receive a printed copy of the IEP from the Cooperative Office, then no changes or corrections were necessary.
23. After any necessary changes are completed, you must notify you designated IEP Reader that the IEP is complete. Your IEP Reader will either confirm that the necessary changes have been completed or indicate which areas still require your attention.
24. Copies of the IEP and Teacher Information Page will be filed by the Cooperative Office staff. Do NOT make changes to an IEP (other than requested revisions) until you have received the official printed copy of the IEP from the Cooperative Office.
25. The Cooperative Office will print the revised IEP and attach the ESC-625 form. The printed IEP from the Cooperative Office is considered the “official IEP” and will be sent,

from the Cooperative Office, directly to the parents and the primary provider. The primary provider will be responsible for making copies of the IEP for any other providers listed on the IEP.

** Revised 8/2006*