

**Process for Submission of IEPs**  
2007-2008

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

1. In preparation for making *minor changes* in and IEP during the term for which the IEP is written, consult with the parents, building administrator, and other providers on the IEP.
2. If the IEP team agrees with the proposed *minor changes* and agrees that an IEP meeting is not required, make the changes utilizes ESC-626 to document the proposed changes.
3. Complete ESC-626 and ESC-99 in WebKIDSS and print these for distribution to the parents and appropriate school personnel.
4. Utilize ESC-626 to notify the appropriate staff members of the proposed *minor changes* as well as to obtain parental agreement and administrative approval (from the building administrator) for the changes.
5. Following the receipt of approval on ESC-625 and parental consent on ESC-99, go to the student's IEP in the WebKIDSS program.
6. 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."
7. The program will take you to the "Change Archive Status" screen. Click the radio button in front of "**Yes.**"
8. Click the "**Change**" button to archive the IEP.
9. 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.**"
10. You are now ready to create an amended IEP for the student.
11. On the "Demographics/Parent/School Data Screen" Screen, click the "**Add New IEP Record**" button. The program will take you to the "Add New IEP Record" screen.
12. 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".

13. Enter the information for the revised IEP including any changes, additions, or deletions to the IEP and ESC-99. The “**IEP Meeting Date**” does not change. However, the “**Initiation Date**” should reflect the date changes will be implemented.
14. Be sure to enter the appropriate start and end dates for all services indicated on the chart.
15. **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.
16. 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-626 Form
  - ESC-99 Form
  - BIP (if it is changed and on a separate document)
17. **\*\*\* Please do not send additional paperwork or documentation. \*\*\***
18. 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”.
19. If you receive a printed copy of the IEP from the Cooperative Office, then no changes or corrections were necessary.
20. 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.
21. 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.*
22. 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.