



## XI. IEP Review/Revision Procedures

Reasons to hold an IEP Review/Revision include, but are not limited to, increasing or decreasing support minutes, changing setting, conducting an FBA/BIP or manifestation, discussing ESY, transition, reviewing a BIP, or by parent request. Complete necessary Invitation(s).

### Education Plan:

- Enter plan name "IEP Review Amend [number]". (For example, "IEP Review – Amend 1")
- You **MUST** change Date of Meeting to reflect your IEP Review date. **Do not change other dates.**

### Team Meeting:

- Delete previous team meetings by unchecking "print in plan". Create a new team meeting with current team members.

### I-3 (Cover Sheet):

- Purpose of IEP Review/Revision meeting is **ALWAYS IEP Review/Revision and Placement**.
- Other purposes of an IEP Review/Revision meeting may include FBA/BIP, to review a BIP, to conduct a manifestation, or to add ESY. Always check Placement.
- You **MUST** update three (3) NEW good faith efforts. Delete original efforts to involve parent.
- Ages 14 and up – You only need to address transition if changes are being made in the area of transition.
- Complete this through the PTP. Make transition teacher aware of these changes.

### I-4 (Present Level), I-5 (Special Factors) and I-7 (Testing Accommodations):

- Only update new information directly related to the purpose of the meeting.
- Title each new entry ("IEP REVIEW" [date of review meeting]). Do not delete original content.
- Include documentation to support changes made throughout the IEP.

### I-6 (Annual Goal):

- When adding a new goal, include start date in the text of the actual goal.
- If this is the only change, it can be done through *Changes to an IEP without a Meeting* (I-10A and I-10B).
- If ending a goal, include the end date in the text of the goal. Justify reason for ending the goal in the P-2, "Options considered".
- GOALS should NEVER be deleted in an IEP Review.

### I-9:

- **Program Summary:** Update as needed.
- **Special Ed/Related Services:** Update as needed. Delete any service that will no longer be provided.
- Contact PST to delete the service. Justify reason for ending the service in the P-2, "Options considered".
- **Supplementary Aids and Services/Modifications and Support Services:** Update as needed. If ending a supplementary aid or service or modification and support services, contact PST to delete. Justify reason for ending the service in the P-2, "Options considered".

### P-2 (Notice of Placement):

- **Date of Placement Determination** is IEP Review meeting date
- **Date of Notice of Placement** is date sent to parents.
- **Date IEP is developed** is IEP Review meeting date
- **IEP Beginning Date** is date new changes will be implemented
- Enter reasons for options considered and rejected in the "Options Considered....." text field.

### Complete IEP Check List.

- Follow your PST's finalization process. Print full copy of revised IEP, including original additional IEP forms (FBA, BIP, Health plan, PTP, etc...). Make copies of entire IEP and **send to parent and place copy in student file.**