XII. Changes to an IEP without a Meeting (I-10A and I-10B)

Use when there are minor changes to an IEP, including adding or removing transportation, a goal, state and district wide testing accommodations, or changing supplementary aids and services. This CANNOT be used for change of placement (increasing or decreasing minutes of service) or FBA/BIP/Manifestation.

I-10A and B Forms
- Complete each field in forms I-10A and B
- I-10A: List change(s) made
- I-10B:
    o Fill in appropriate dates (parent/guardian consulted and agreed, date of implementation)
    o Give reason for the change(s)
    o Identify all involved in the decision (LEA must be consulted)

Education Plan:
- Enter plan name "I-10AB Amend (number)"
- Do NOT change any dates

Team Meeting:
- Do not amend

I-3 (Cover Sheet):
- Do not amend

I-4 (Present Level), I-5 (Special Factors) and I-7 (Testing Accommodations):
- Only update new information directly related to the change(s) being made
- Title each new entry ("I-10AB" [date change(s) will begin]). Do not delete original content.
- Include documentation to support changes made

I-6 (Annual Goal):
- When adding a new goal, include start date in the text of the actual goal.
- If ending a goal, include the end date in the text of the goal.
- GOALS should NEVER be deleted during this process

I-9:
- **Program Summary**: Do NOT amend
- **Special Ed/Related Services**: Do NOT amend unless adding/removing transportation (make sure to complete T-1 form)- contact PST to delete, if discontinuing transportation
- **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. If adding a new one, put new start date in the text of the service or aid (in comments box).

P-2 (Notice of Placement):
- Do NOT amend

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 and notify all team members that changes have been made to the IEP.**