AMENDING AN IEP

Do NOT copy the IEP document. You need to be creating a revision of the IEP document.

Use the following process in TieNet to amend or revise and IEP:

- ▶ Go into finalized IEP
- ▶ Click on More tab
- ▶ Click on Create Revision of this Document
- ▶ Click on Copy All Sections (be sure Progress Reports are copied over)
- ▶ Edit Document
- ▶ Click on Amendment to IEP and put in date
- ▶ Edit each document you want to change