IEP REVISION

Indiana IEP

A revision is used only when there are minor changes to the IEP such as:

- **Forgot to enter services (CCC agreed already, but forgot to enter)**
- **Typo's**
- **Forgot or changes in accommodations**
- **A small change in an existing behavior plan**
- **Entered inaccurate information which needs corrected**
- **Forgot to remove a service (such as transportation)**
- **Forgot to include CC notes**

A revision is NOT to be used when there are content changes to the IEP such as:

- **PLEP**
- **Goals**
- **Services (time)**
- **LRE**
- **Behavior Intervention Plans**
- **Any content areas**

1. **After an IEP is finalized, it is automatically saved in the Documents tab.**
2. **If there is a need for a revision the TOR/Case Manager selects "Revise IEP" or "Revision without Parent Present" as the meeting purpose in the IEP.**
3. **Once "Revise IEP" or "Revision without Parent Present" is selected as the purpose, a check box will appear with the following statement "Reset Pre-Referral Planning, Evaluation Process, and IEP Process status at midnight"**
4. **The TOR/Case Manager needs to check the box. Once the TOR checks the box and saves, the following data will clear out at midnight:**
   a. **meeting dates on Schedule CCC Meeting Info Page**
   b. **IEP begin date**
   c. **all green check marks**
5. **After the data clears out at midnight, revisions can be made.**
6. **If holding a revision meeting, meeting can be scheduled and IEP can be held. IEP is finalized, parent signs, and it is accepted. Fax signature page and send all paper work to Elkhart Service Center and a copy to the parent.**
7. **If revision is completed without a parent present, IEP is finalized and accept with an explanation in the text box on the response page.   Fax unsigned document and write a note of explanation as to why it is not signed by parent and send all paper work to Elkhart Services Center and a copy to the parent.**

TOR/ Case Manager