

IEP Amend Process (Maine)

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Documents

The Maine IEP amendment process is different from the core process. There is no Amend button (see the [Documents](#) tool documentation for additional information).

1. To amend an IEP, users must unlock the document by clicking the **Lock/Unlock button**.

In order to unlock a document, users will need to have the **Read** tool right for Student Information > Special Ed > Locked. See the [Special Education Tool Rights](#) document for additional information.

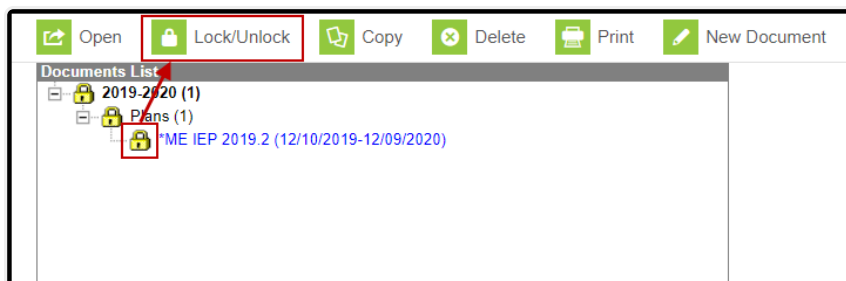


Image 1: Lock/Unlock Button

2. Enter the amendment date(s) into the **The Date(s) of the Amended IEP** field on the Education Plan editor and then click **Save**.

Image 2: Date(s) of Amended IEP field on the IEP editor

3. Enter the amendment date(s) into the **Specify** field on the Special Education Services and then click **Save**.

Only enter date(s) into the Specify field for Services that need to be modified or added.
Not all Services records need a Specify date.

The screenshot shows the 'Special Ed Service Provided List' table with the following data:

Service Provided	Time	Start Date	End Date
Tutorial Instruction	30.0	12/10/2019	12/09/2020

Below the table, the '8. SPECIAL EDUCATION AND RELATED SERVICES (MUSER IX.3.A.(1)(d) & IX.3.A.(1)(g))' section contains the following fields:

- *Services:** Tutorial Instruction
- Service Provider:** Provider TBD
- Service Position Responsible:** Service Position 39042
- Location:** (empty field)
- *Start Date:** 12/10/2019
- *End Date:** 12/09/2020
- Time:** 30
- Frequency:** 1 sessions per week
- *Specify:** Amended 1/14/2020 (highlighted with a red box)

Image 3: Specify field on the Special Education Services editor

4. Enter the amendment date(s) on the **Specify** field on the Related Services editors and then click **Save**.

Only enter date(s) into the Specify field for Services that need to be modified or added.
Not all Services records need a Specify date.

Save
Save & Continue
Delete
Print
New Service Provided

Plan Outline meEP19Rev

Individualized Education Plan

Student Information

Guardian Information

Enrollment Status

Considerations (Special Factors)

Results of Evaluation

Reporting Progress

Annual Goals

Supp. Aids and Services

Alternate Assessments

Special Education Services

Related Services

Least Restrictive Environment

Secondary Transition

Post-Secondary Goals

Age of Majority

Related Service Provided List			
Service Provided	Time	Start Date	End Date
Occupational Therapy	60.0	12/10/2019	12/09/2020

6. RELATED SERVICES

***Services**

Occupational Therapy ▼

Service Provider

Provider TBD ▼

Service Position Responsible

Another Service Position ▼

Location:

***Start Date:**

12/10/2019

***End Date:**

12/09/2020

Time

***Minutes per session**

60

Frequency

***# sessions per**

2

***frequency period**

month ▼

Image 4: Specify field on the Related Services editor