

# IEP Amend Process (Maine)

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## 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.

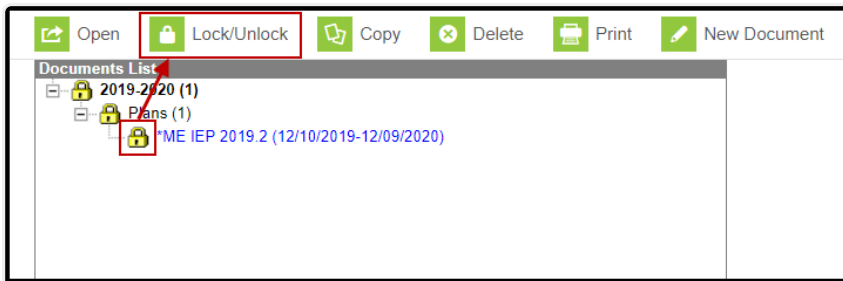


Image 1: Lock/Unlock Button

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**.

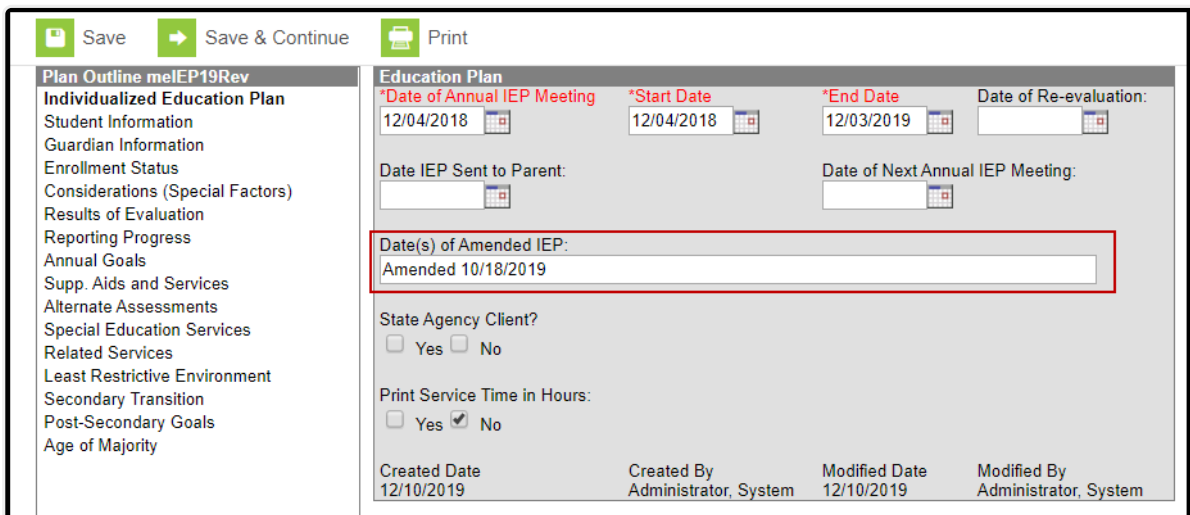


Image 2: Date(s) of Amended IEP field on the IEP editor

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 displays the 'Special Ed Service Provided List' and the '8. SPECIAL EDUCATION AND RELATED SERVICES (MUSER IX.3.A.(1)(d) & IX.3.A.(1)(g))' editor. The table below shows the current service record:

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

The service form includes the following fields:

- \*Services:** Tutorial Instruction
- Service Provider:** Provider TBD
- Service Position Responsible:** Service Position 39042
- Location:** (empty)
- \*Start Date:** 12/10/2019
- \*End Date:** 12/09/2020
- Time:** \*Minutes per session: 30
- Frequency:** \*# sessions per: 1, \*frequency period: week
- Specify:** Amended 1/14/2020 (highlighted in red)

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

Specify  
Amended 1/14/2020

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