

IEP Amend Process (Maine)

Last Modified on 10/21/2024 8:20 am CDT

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.

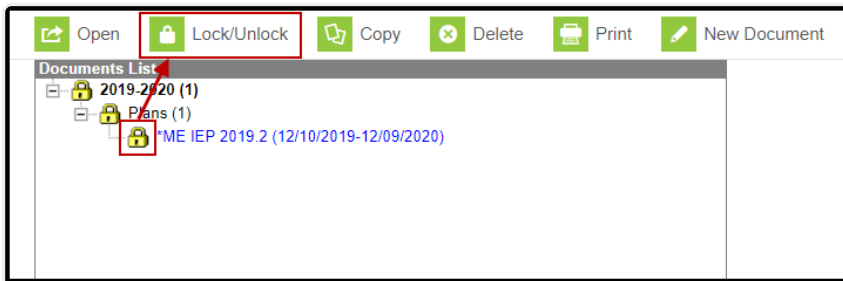


Image 1: Lock/Unlock Button

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**.

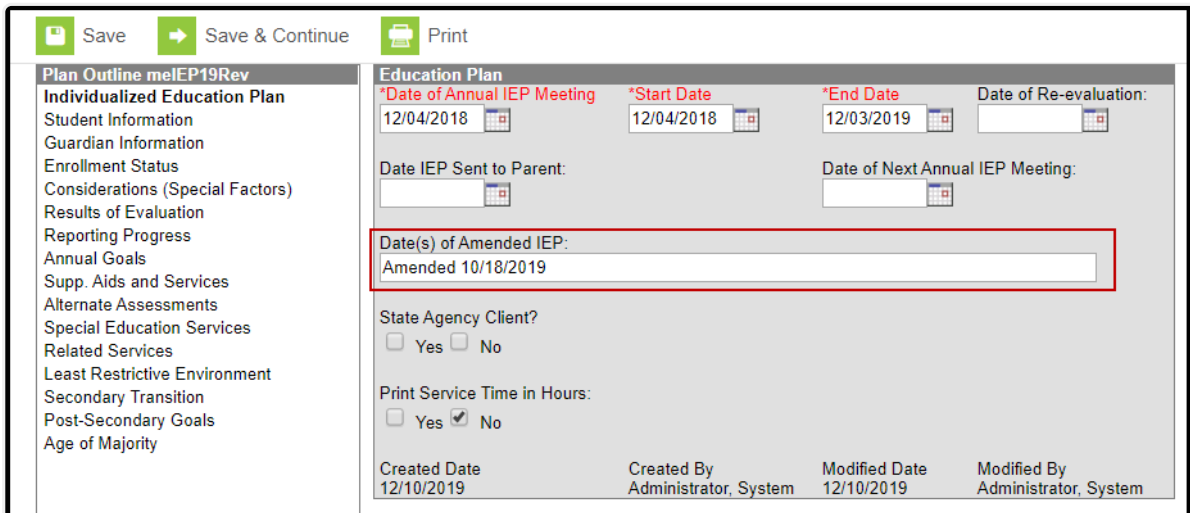


Image 2: Date(s) of Amended IEP field on the IEP editor

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 'Specify' field is highlighted in red and contains the text 'Amended 1/14/2020'. Other fields include 'Service Provider' (Provider TBD), 'Service Position Responsible' (Service Position 39042), 'Location', '*Start Date' (12/10/2019), '*End Date' (12/09/2020), 'Time' (*Minutes per session: 30), and 'Frequency' (*# sessions per: 1, *frequency period: week).

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