

# IEP Amend Process (Maine)

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**Classic Path:** Student Information > Special Ed > General > Documents

**Search Terms:** 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.

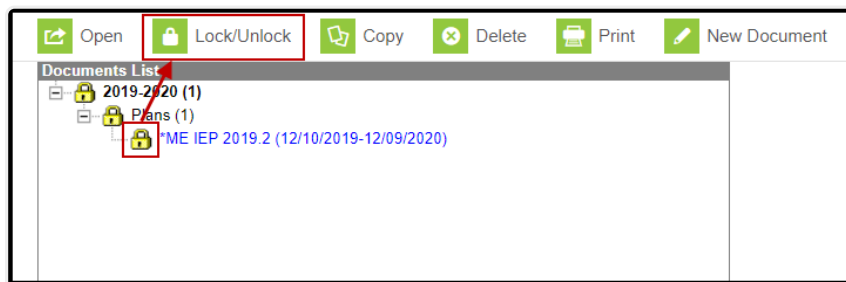


Image 1: Lock/Unlock Button

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.

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

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

8. SPECIAL EDUCATION AND RELATED SERVICES (MUSER IX.3.A.(1)(d) & IX.3.A.(1)(a))

\*Services  
Tutorial Instruction

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

Frequency  
\*# sessions per  
1  
\*frequency period  
week

Specify  
Amended 1/14/2020

Image 3: Specify field on the Special Education Services editor

- 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