

# 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.

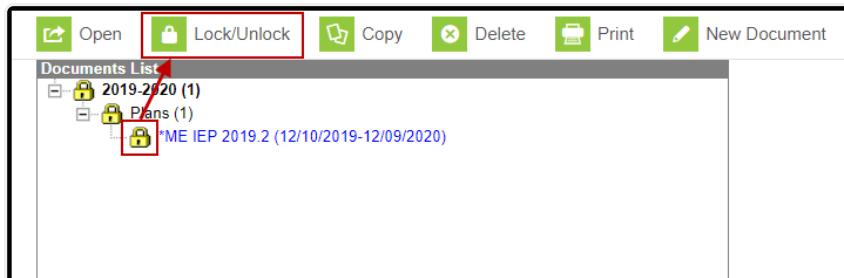


Image 1: Lock/Unlock Button

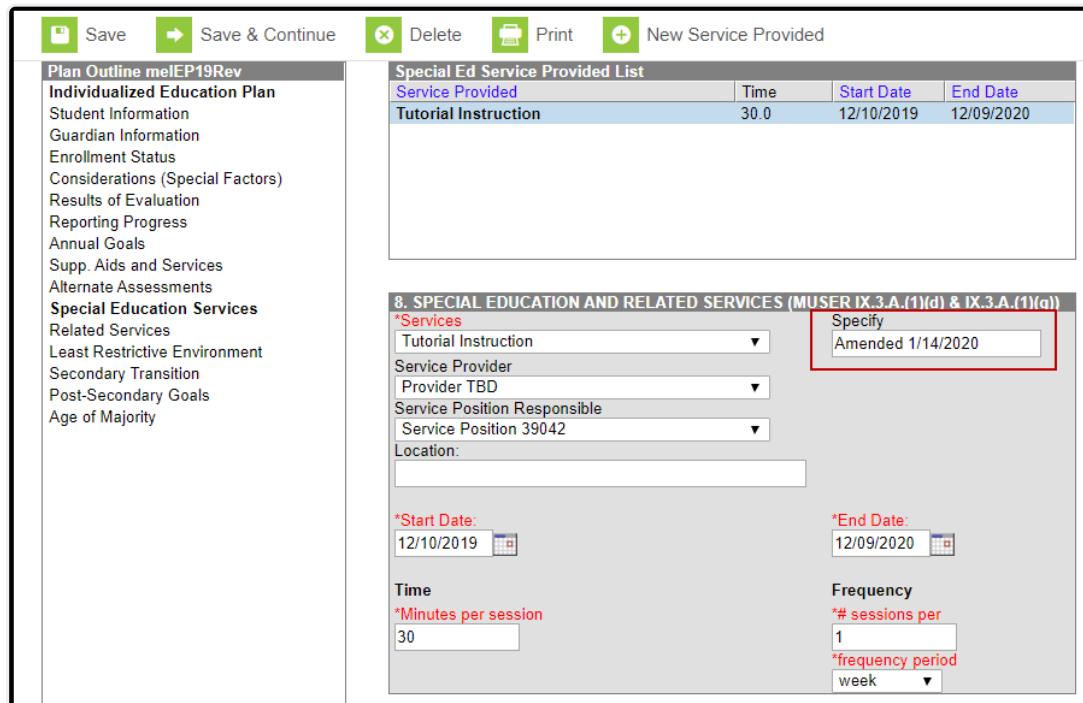
2. Enter the amendment date(s) into the **The Date(s) of the Amended IEP** field on the Education Plan editor and then click **Save**.

A screenshot of the 'Education Plan' editor. At the top, there are buttons for 'Save', 'Save & Continue', and 'Print'. On the left is a 'Plan Outline' sidebar with various IEP sections. The main area is titled 'Education Plan' and contains several date fields: 'Date of Annual IEP Meeting' (12/04/2018), 'Start Date' (12/04/2018), 'End Date' (12/03/2019), 'Date of Re-evaluation' (empty), 'Date IEP Sent to Parent' (empty), and 'Date of Next Annual IEP Meeting' (empty). Below these is a red-bordered 'Date(s) of Amended IEP' field containing the text 'Amended 10/18/2019'. Other settings include 'State Agency Client?' (checkboxes for Yes and No), 'Print Service Time in Hours?' (checkboxes for Yes and No), and a footer showing 'Created Date' (12/10/2019), 'Created By' (Administrator, System), 'Modified Date' (12/10/2019), and 'Modified By' (Administrator, System).

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' section of the 'Plan Outline meIEP19Rev' editor. The 'Service Provided' table includes columns for Service Provided, Time, Start Date, and End Date. A row for 'Tutorial Instruction' shows a Time of 30.0, a Start Date of 12/10/2019, and an End Date of 12/09/2020. Below this, the '8. SPECIAL EDUCATION AND RELATED SERVICES (MUSER IX.3.A.(1)(d) & IX.3.A.(1)(a))' section is visible. The 'Services' dropdown is set to 'Tutorial Instruction'. The 'Specify' field, which contains 'Amended 1/14/2020', is highlighted with a red box. Other fields in this section include 'Service Provider' (Provider TBD), 'Service Position Responsible' (Service Position 39042), 'Location' (empty), 'Start Date' (12/10/2019), 'End Date' (12/09/2020), 'Time' (30), 'Frequency' (1), and '# sessions per' (1). The 'frequency period' dropdown is set to '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 meIEP19Rev**

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