

Amend Special Ed Documents

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[New Look Amend Process](#) | [Classic View Amend Process](#)

Tool Search: Special Ed Documents

The Amend tool allows users to make changes to locked plans. This option is not available in all states. The Amend tool may look different depending on which version of Campus used.

IEPs must be locked to use the Amend tool. A PDF copy of the IEP, prior to it being amended, can be created. See [Special Ed Preferences](#) for more information.

IEPs can be amended after the End Date of the plan has passed as long as the Amendment Date falls within the plan dates.

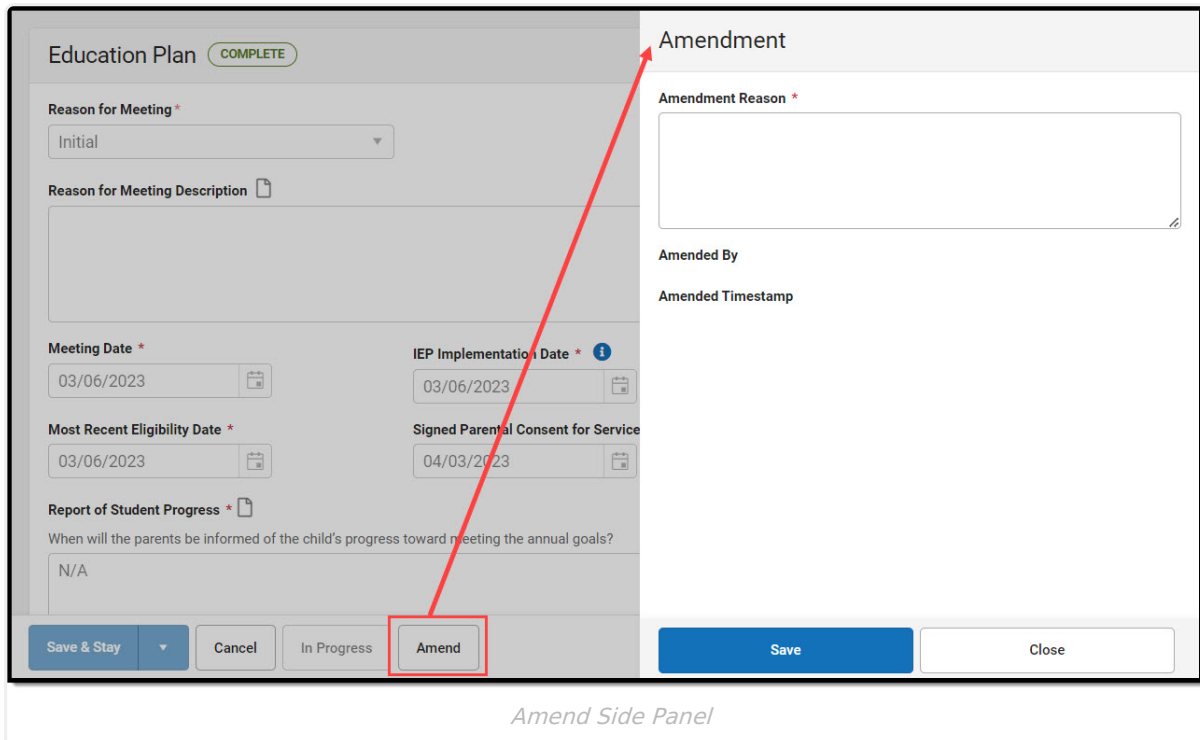
New Look Amend Process

Users can Amend a document in the New Look of Campus with any of the RWAD tool rights. When a user does not have any tool rights to Amend, the Amend button is grayed out.

For more information, see the [Special Education Tool Rights](#) article.

Certain states have plans with the New Look of Campus. The Amend process for New Look plans is different from [Classic View](#) process.

1. Select the document to be amended from the Documents list.
2. Click the **Amend** button in the action bar.
3. A warning displays asking the user to verify that they want to amend the document. Click **OK** or **Cancel**.
4. Select the **editor** to be amended.
5. Click **Amend** from the action bar. The **Amend** side panel displays.



Education Plan COMPLETE

Reason for Meeting *
Initial

Reason for Meeting Description

Meeting Date *
03/06/2023

IEP Implementation Date *
03/06/2023

Most Recent Eligibility Date *
03/06/2023

Signed Parental Consent for Service
04/03/2023

Report of Student Progress *
When will the parents be informed of the child's progress toward meeting the annual goals?
N/A

Amendment

Amendment Reason *

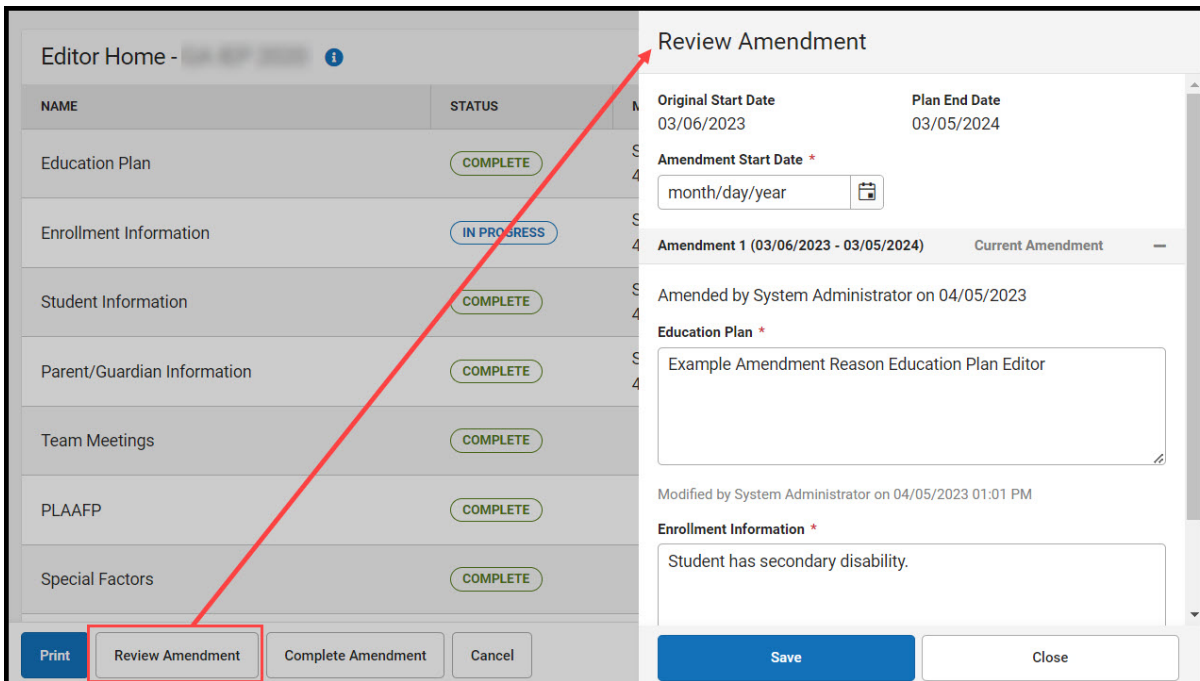
Amended By

Amended Timestamp

Save & Stay Cancel In Progress **Amend** Save Close

Amend Side Panel

6. Enter the **Amendment Reason**, then click **Save**. The **Amended by** and **Amended Timestamp** fields automatically populate once the Amendment Reason is saved. The **Amend** button changes to **Amendment Reason** and allows the user to edit the reason.
7. Make desired edits to the editor. Click **Complete** when amendment edits are complete.
8. Repeat steps 4-7 for all desired editors.
9. Navigate to the Editor Home. Click **Review Amendment**. The list of amendments display in the **Review Amendment** side panel. The Amendment Reason can be modified here for each amended editor, if desired.



Editor Home - Info

NAME	STATUS
Education Plan	COMPLETE
Enrollment Information	IN PROGRESS
Student Information	COMPLETE
Parent/Guardian Information	COMPLETE
Team Meetings	COMPLETE
PLAAFP	COMPLETE
Special Factors	COMPLETE

Review Amendment

Original Start Date
03/06/2023

Plan End Date
03/05/2024

Amendment Start Date *
month/day/year

Amendment 1 (03/06/2023 - 03/05/2024) Current Amendment

Amended by System Administrator on 04/05/2023

Education Plan *
Example Amendment Reason Education Plan Editor

Modified by System Administrator on 04/05/2023 01:01 PM

Enrollment Information *
Student has secondary disability.

Print **Review Amendment** Complete Amendment Cancel Save Close

10. Enter an **Amendment Start Date**. The Start Date of the amended plan is changed to the value saved.

11. Once all editors are marked Complete, click **Complete Amendment**. The user is automatically navigated to the Special Ed Documents tool.

The Start Date of the amended document changes after the amendment has been completed.

The amended document displays above the original on the Documents tool. The original is labeled **(Amended Original)** and the new document is labeled **(Amended 1)**. The original document End Date automatically changes to one day before the Start Date of the Amended document.

The Amendment Start Date displays in the Document Detail for the amended plan. This can be queried in Ad hoc (Query Wizard > Student > Learner Planning > Learning Plans > learningPlan.amendStartDate).

Document Detail	
Locked: Yes	Name:
Date: 05/24/2023 - 05/10/2024	Type: Amendment
Created Date: 08/13/2024 09:01:00	Created By: Administrator, System
Last Modified Date: 08/13/2024 09:02:44	Modified By: Administrator, System
Amendment Start Date: 05/24/2023	

Amendment Start Date in the Document Detail

Classic View Amend Process

Read - Modify an already amended editor. Users without any rights are able to view in-progress amendments when they have rights to the document.

Write - Amend an editor.

Add - Amend a locked document.

Delete - N/A

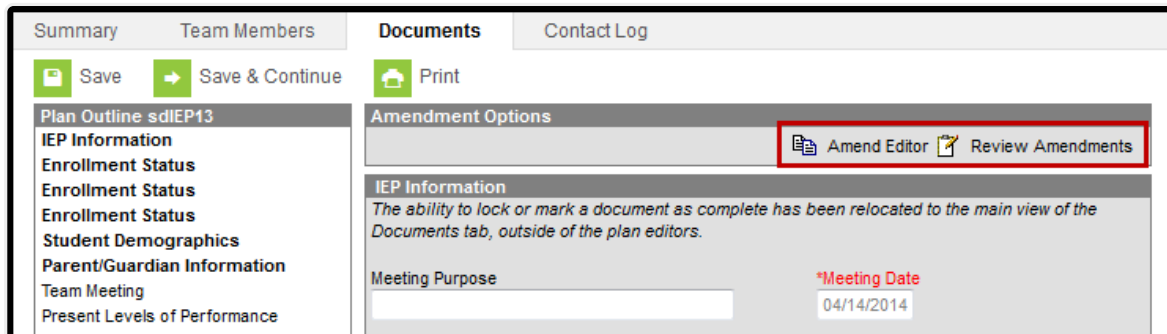
For more information, see the [Special Education Tool Rights](#) article.

This section details the amend process using the Classic View of Campus.



Amend Tool

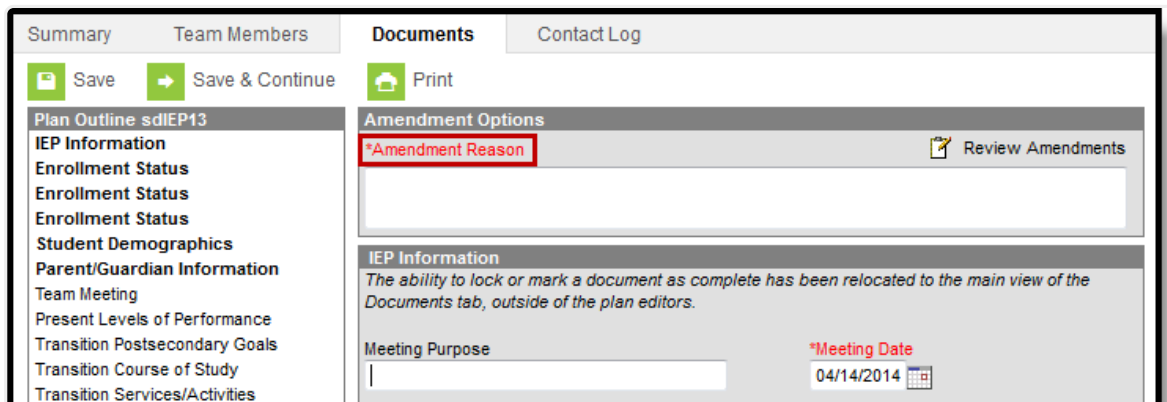
1. Select the document to be amended from the Documents list.
2. Click the **Amend** button in the action bar.
3. A warning displays asking the user to verify that they want to amend the document. Click **OK** or **Cancel**.
4. Select the **document editor** to be amended.



The screenshot shows the 'Documents' tab in the Infinite Campus interface. On the left is a sidebar with a list of document sections: Plan Outline sdIEP13, IEP Information, Enrollment Status, Enrollment Status, Enrollment Status, Student Demographics, Parent/Guardian Information, Team Meeting, and Present Levels of Performance. The main area is titled 'Amendment Options' and contains a red box around the 'Amend Editor' button and a 'Review Amendments' button. Below this, there is a section for 'IEP Information' with a message: 'The ability to lock or mark a document as complete has been relocated to the main view of the Documents tab, outside of the plan editors.' At the bottom, there is a 'Meeting Purpose' text field and a '*Meeting Date' field with the value '04/14/2014'.

Amend Options

5. Click the **Amend Editor** button above the editor.
6. Enter an **Amendment Reason** and amend desired fields.



This screenshot shows the same 'Amendment Options' dialog, but now the 'Amend Editor' button has been clicked. The 'Amendment Reason' field is now visible and highlighted with a red box. The 'Review Amendments' button is still present. The 'IEP Information' section and the 'Meeting Purpose' and '*Meeting Date' fields remain the same as in the previous screenshot.

Amendment Reason

7. Click **Save & Continue** to move to the next editor or **Save** to save the changes and remain in the editor. Complete any additional amendments needed. Once saved, the document can be closed and remain in unlocked draft status.
8. Once all desired editors are amended, click **Review Amendments**.

Summary Team Members Documents Contact Log

Save Complete Amendment Back to Plan

Review Amendments

*Amendment Start Date 04/17/2014 Original Start Date: 04/16/2014
Plan End Date: 04/20/2015

Amendment 1 (Current Amendment) 04/17/2014 - 04/20/2015
Stephen Hallman / (ADVISORSTAFF)

IEP Information
Reporting frequency updated per parent request.
Modified by Stephen Hallman / (ADVISORSTAFF) on 04/16/2014

Goals and Objectives
Added a new goal
Modified by Stephen Hallman / (ADVISORSTAFF) on 04/16/2014

Reviewing Amendments

9. Enter an **Amendment Start Date**. The Start Date of the amended plan will be changed to the value entered.
10. To continue:
 - Click **Save** to continue making amendments to the document. Use this option to save the amendment in unlocked draft status. The Amendment Start Date and amendments are saved and the service dates are adjusted accordingly.
 - Click **Back to Plan** to make more amendments. Save changes first.
 - Click **Complete Amendment** to complete the amendment and lock the amended document. The End Date of the previous plan is updated to the day before the Amendment Start Date. Service dates are adjusted accordingly.

Note: Services with an end date prior to the Amendment date do not display in the amended plan. The end dated services still display in the original plan.

The amended document displays above the original on the Documents tool. The original is labeled **(Amended Original)** and the new document is labeled **(Amended 1)**. The original document End Date automatically changes to one day before the Start Date of the Amended document.

