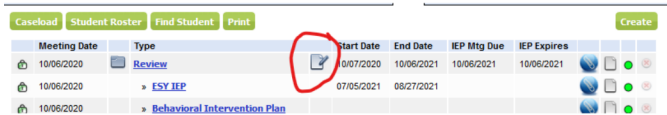
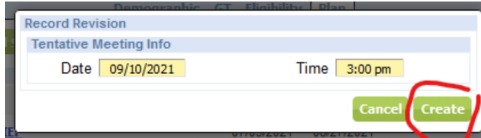


# GUIDANCE: How to Document an AMENDMENT with Permission to Proceed Without Reconvening the IEP Team

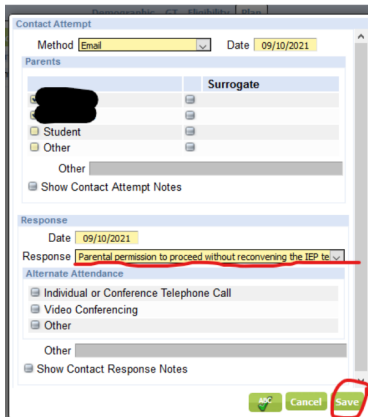
1. Contact parent and obtain permission to proceed without reconvening the IEP team
2. Open an amendment



3. Enter a meeting DATE the day you receive permission to proceed (or after), any TIME after the contact, then hit CREATE



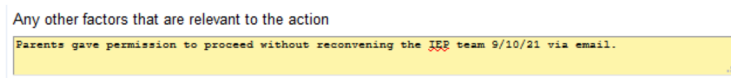
4. NOTIFICATION tab > MEETING INFO – Select the Purpose for the Amendment
5. NOTIFICATION tab > PARENTAL CONTACT - Enter the parental contact. Select “ADD CONTACT ATTEMPT” and enter the contact attempt. You will need to include the Student if the student is 15+. Be sure to note the RESPONSE as “Parental permission to proceed without reconvening the IEP team” and SAVE:



6. NOTIFICATION tab > MEETING PARTICIPANTS – Leave the title Admin/Designee but delete the name. Enter your name for Special Educator and add “Permission to proceed without reconvening the IEP team”. Delete all other names and titles:



7. PLANNING tab – Enter the start date – the next school day (or other pre-determined date). SAVE AND UPDATE.
8. Enter the changes agreed upon. The LRE and TESTING tab will require updated information as well.
9. PRIOR tab – Enter the Prior Notice. In NARRATIVE > ANY OTHER FACTORS THAT ARE RELEVANT TO THE ACTION – Enter that the parent gave permission to proceed without reconvening the IEP team:



10. Select PRINT and check “Individual Education Program (IEP) Cover Page (Review Amendment) and save the document as a PDF – STUDENT INITIALS SIGNATURE PAGE



11. Attach this page as your signature page. You can also save the parent’s email giving permission to proceed and save it as STUDENT INITIALS PERMISSION TO PROCEED and attach it as “other”
12. Select PRINT and check “Prior Written Notice” (Amendment) and save it as a pdf to send to the parents as a standalone PWN document.
13. Lock the document. Send the parent a copy of the standalone PWN and a copy of the new Amendment.