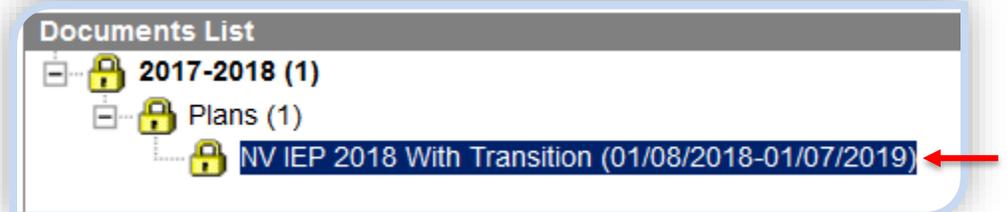


Amending a Plan to Correct the Enrollment Status Editor

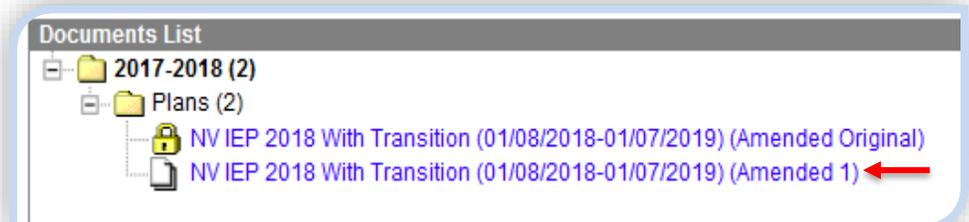
Amend a locked plan **ONLY** for the following situations:

- Correct the Disability
- Correct the Special Ed Status
- Correct the Special Ed Setting (LRE code)

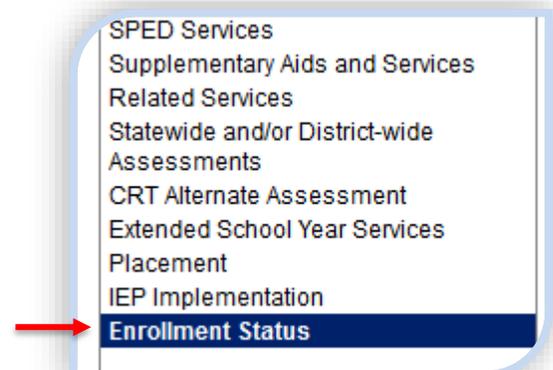
1. Highlight the Plan to be Amended, select **Amend & Ok**



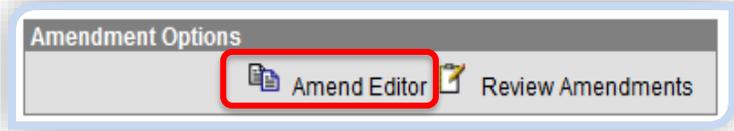
2. Open the Amendment



3. Select the **Enrollment Status** editor



4. Select **Amend Editor**

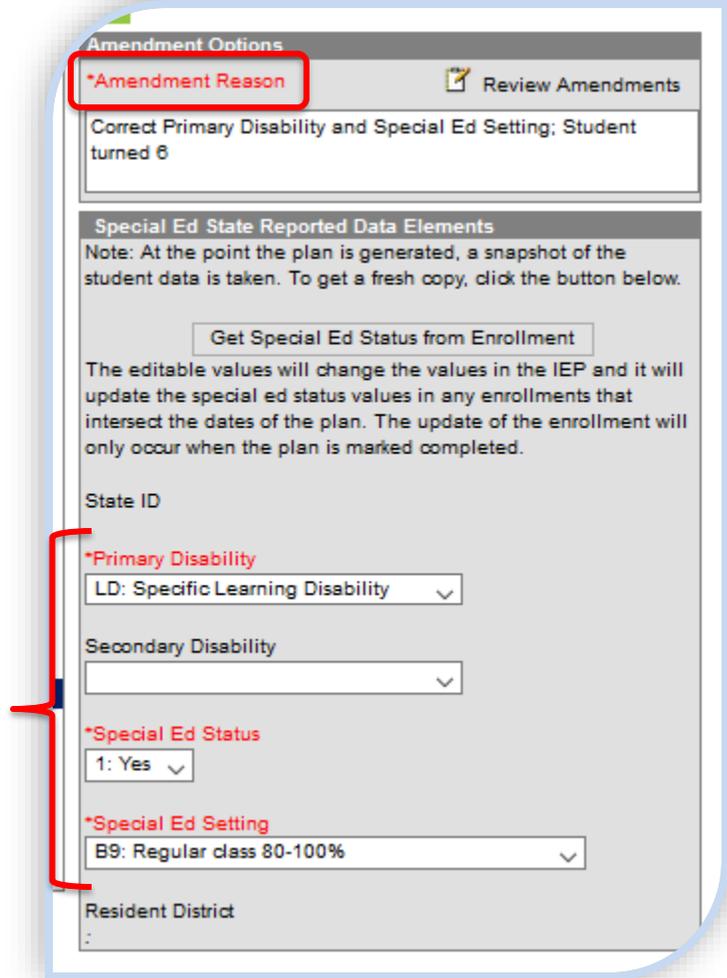


a. Type an **Amendment Reason**

b. Correct **Disability, Status, or Special Ed Setting**

Special Ed Setting (LRE Code)

- E1: Reg EC Prog >= 10 hrs wk/srvs in Reg EC (ages 3-5)
- E2: Reg EC Prog >= 10 hrs wk/srvs in Other Loc (ages 3-5)
- E3: Reg EC Prog < 10 hrs wk/srvs in Reg EC (ages 3-5)
- E4: Reg EC Prog < 10 hrs wk/srvs in Other Loc (ages 3-5)
- E5: SPED in Separate Class (ages 3-5)
- E6: SPED in Separate School (ages 3-5)
- E7: SPED in Residential Facility (ages 3-5)
- E8: Home (ages 3-5)
- E9: Service Plan Location (ages 3-5)
- B9: Regular class 80-100% (ages 6-21)
- B10: Regular class 40-79% (ages 6-21)
- B11: Regular class 0-39% (ages 6-21)
- B12: Separate school (ages 6-21)
- B13: Residential Facility (ages 6-21)
- B14: Homebound/Hospital (ages 6-21)
- B15: Correctional facilities (ages 6-21)
- B16: Parentally placed in a private school (ages 6-21)

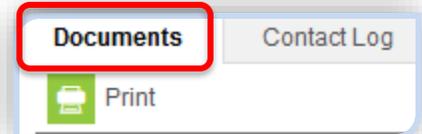


***This is the ONLY editor that gets updated. Do NOT anything else!**

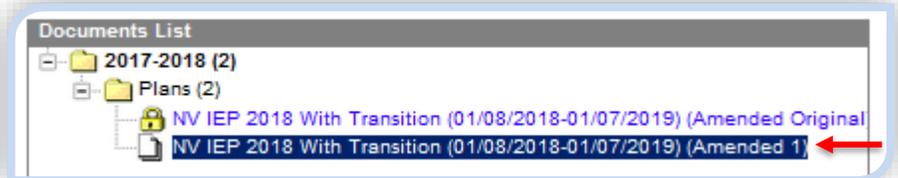
5. Select **Save**



6. Select the **Documents** tab



7. Highlight the Amendment to be locked and select **Lock**



8. Locked Amendment

