

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





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Select Amend Editor 4.

	Amendment Options Amend Editor Review Amendments
a. Type an Amendment Reason	Amendment Options Amendment Reason Correct Primary Disability and Special Ed Setting; Student turned 6
b. Correct Disability, Status, or Special Ed Setting	Special Ed State Reported Data Elements Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.
Special Ed Setting (LRE Code)	Get Special Ed Status from Enrollment The editable values will change the values in the IEP and it will update the special ed status values in any enrollments that intersect the dates of the plan. The update of the enrollment will only occur when the plan is marked completed.
 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) E9: Regular class 80-100% (ages 6-21) B10: Regular class 0-39% (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) 	State ID Primary Disability LD: Specific Learning Disability Secondary Disability PSpecial Ed Status 1: Yes PSpecial Ed Setting B9: Regular class 80-100% Resident District :

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



STUDENT SERVICES DIVISION Student Education Management Systems

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5. Select Save



6. Select the **Documents** tab



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



8. Locked Amendment

