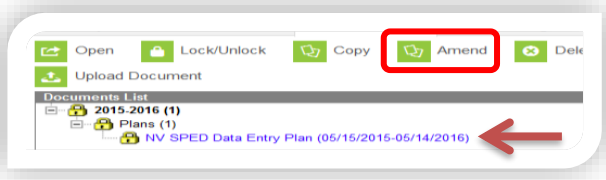
AMENDING A PLAN TO UPDATE LRE CODE

Amend a locked **NV Plan** for the following situations:

- Update the LRE code from E to B when a student turns 6
- Update the LRE code for P2 placement
- Correct the LRE code

UPDATE THE LRE CODE FROM E TO B WHEN A STUDENT TURNS 6

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



2. Select the **Enrollment Status** editor

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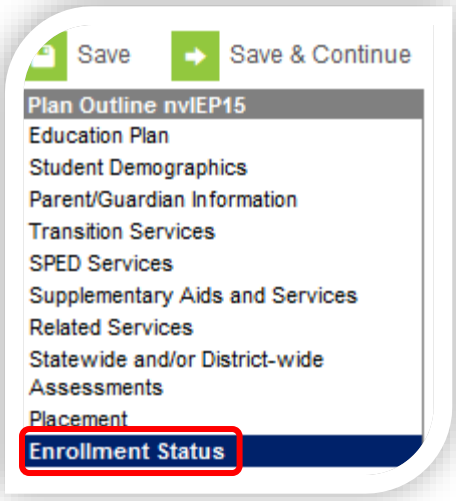
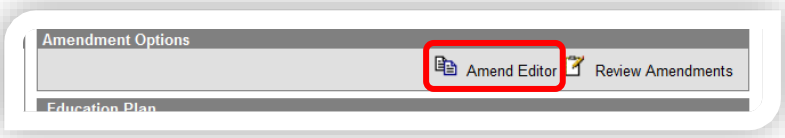
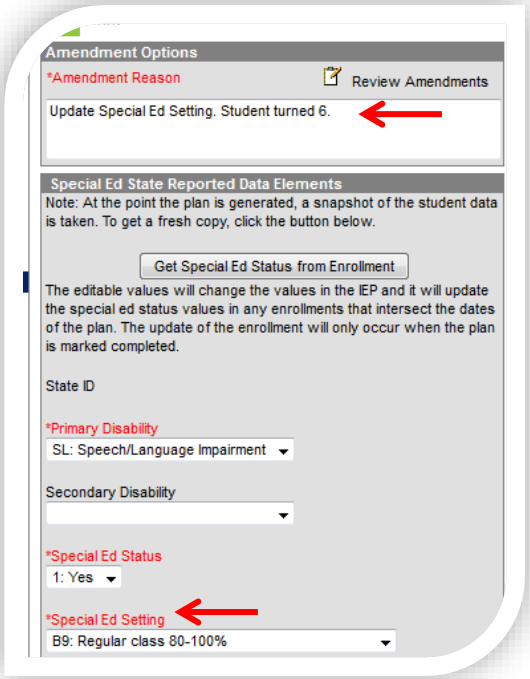


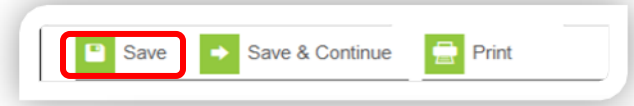
3. Select **Amend Editor**



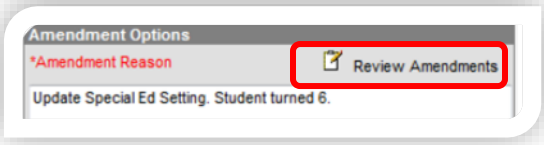
a. Type an Amendment Reason
b. Update Special Ed Setting



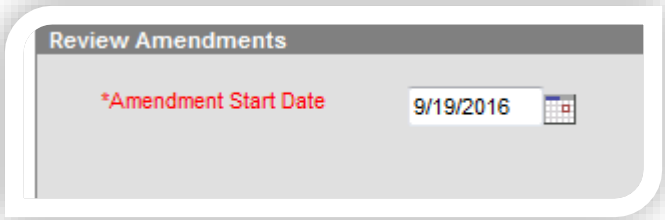
4. Select **Save**



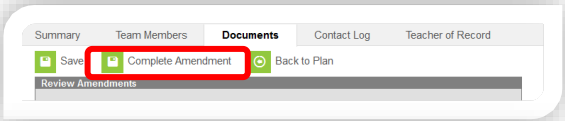
5. Select **Review Amendments**



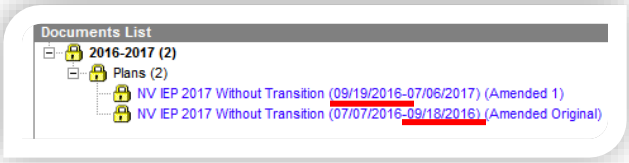
6. Enter Student's 6th birthday in **Amendment Start Date**



7. Select **Complete Amendment**

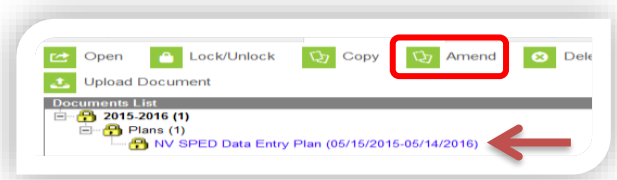


8. Amended Plan done correctly
(note the Amended 1 start date is the Student's 6th birthday)

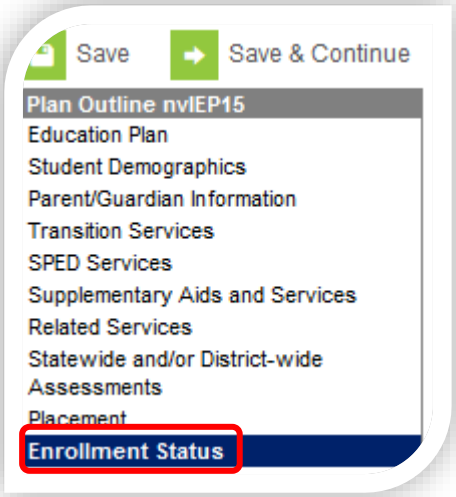


UPDATE THE LRE CODE FOR P2 PLACEMENT

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



2. Select the **Enrollment Status** editor



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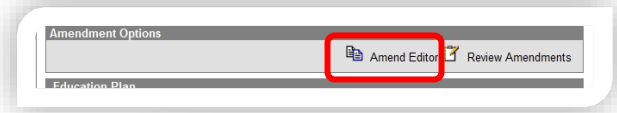
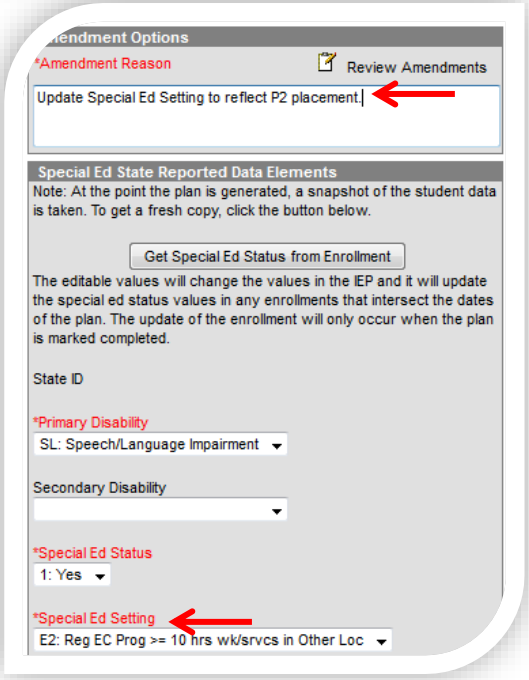
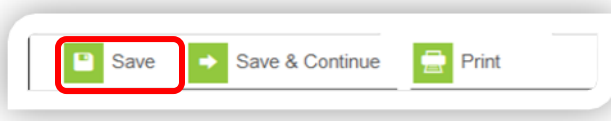
3. Select **Amend Editor**



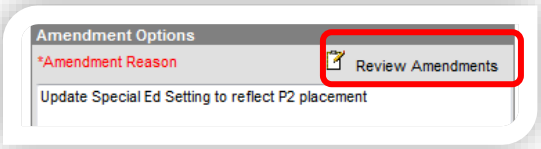
a. Type an Amendment Reason
b. Update Special Ed Setting



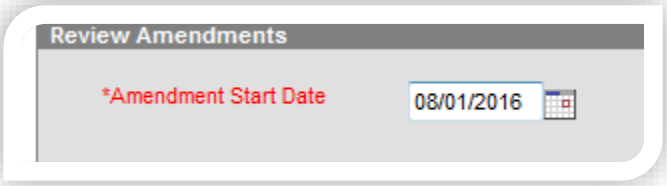
4. Select **Save**



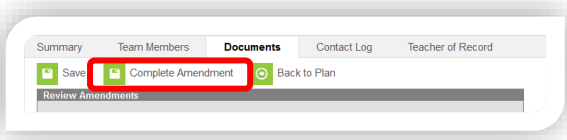
5. Select **Review Amendments**



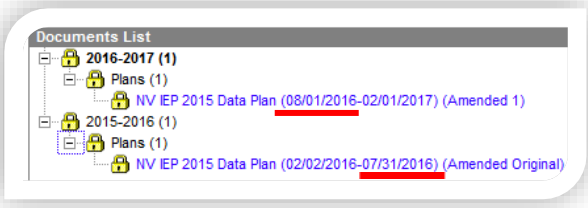
6. Enter the P2 placement start date in **Amendment Start Date**



7. Select **Complete Amendment**

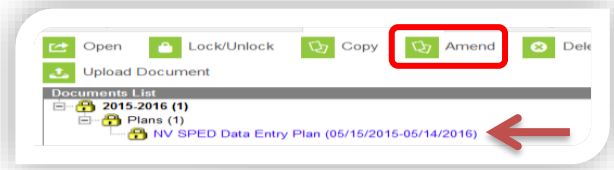


8. Amended Plan done correctly
(note the Amended 1 start date is the P2 start date on the placement page)

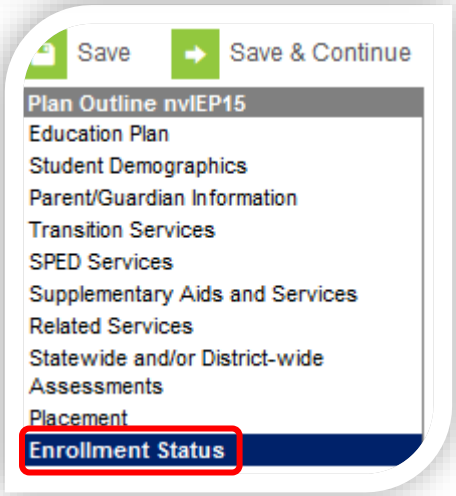


CORRECT THE LRE CODE

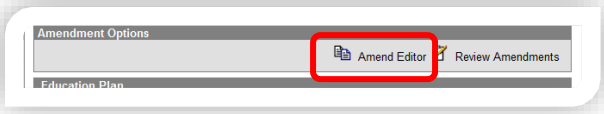
1. Highlight the Plan to be Amended, select **Amend** & **Ok**



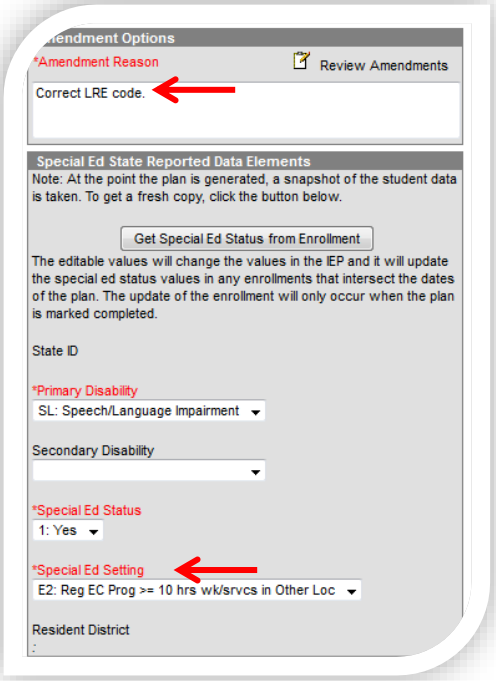
2. Select the **Enrollment Status** editor



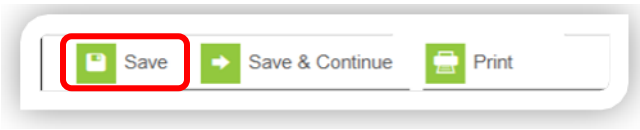
3. Select **Amend Editor**



   a. Type an Amendment Reason
   b. Update Special Ed Setting

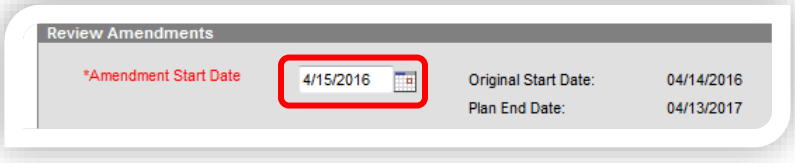


4. Select **Save**

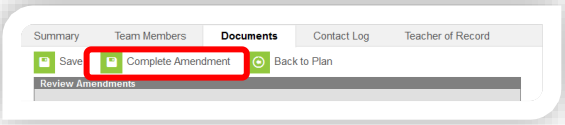


5. Select **Review Amendments**

6. The **Amendment Start Date** is 1 day after the **Original Start Date**



7. Select **Complete Amendment**



8. Amended Plan done correctly
(note the Amended 1 start date is 1 day after the original start date)