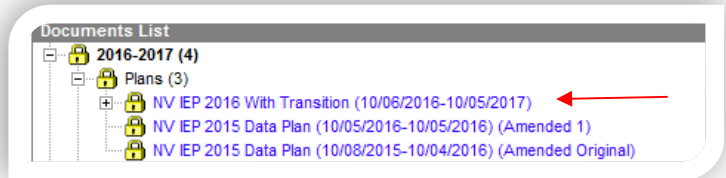


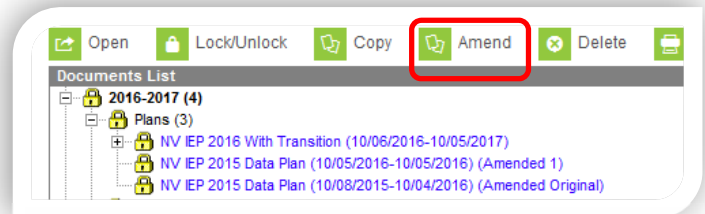
IEP Review Revision – Amending Plans in Infinite Campus

COMPLETING AN IEP REVIEW REVISION

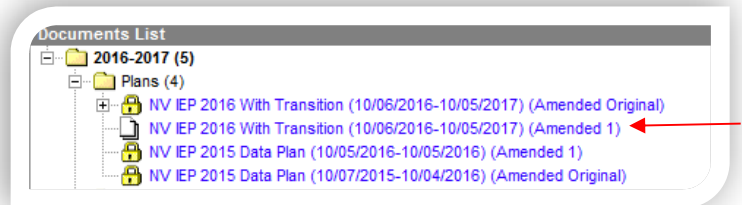
1. Highlight the Plan to be Amended



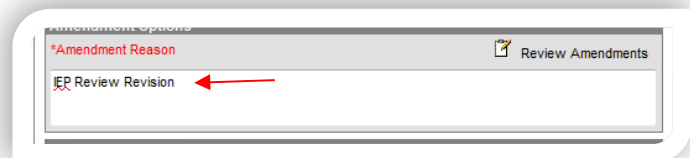
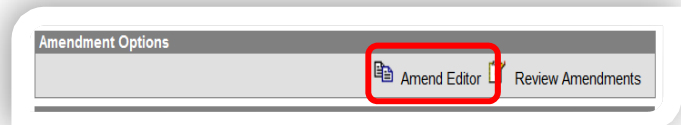
2. Select **Amend** and **OK**



3. Open the plan to be amended



4. Select **Amend Editor**
 - a. Type an Amendment Reason
(Type in the actual reason you are holding the Revision)



5. Select **Revision to IEP Dated** as **Meeting Type** & Enter date of last IEP,

Change 'Date of Meeting' and 'IEP Service will Begin' dates to date of the IEP Review Revision
(Do Not change 'Anticipated Duration of Services' date)

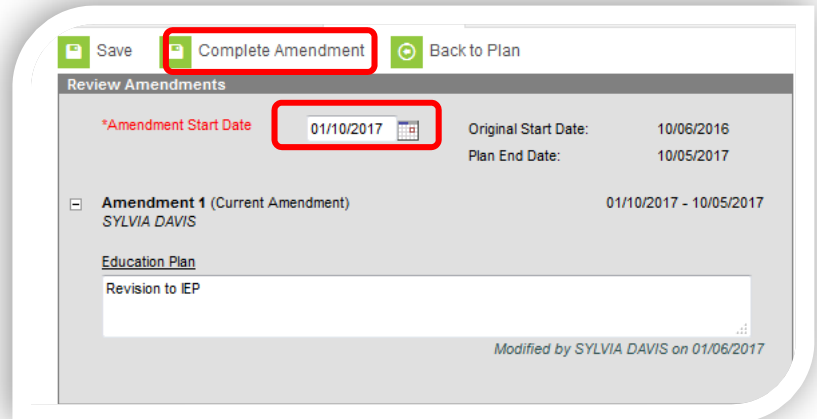
6. Select **Save**

7. Complete editors associated with the reason for the IEP Review Revision.
 - a. Select Amend Editor for every editor that will be a part of the IEP Revision
 - b. Be sure to Save after each editor is completed.

**See the IC Handout Meeting Type Guideline*

8. Select **Review Amendments** when all editors associated with the revision have been completed.

- Select **Complete Amendment** to lock the Revision.
(Amendment Start Date will pre-fill ...Do not change it.)



- Amended Plan completed correctly.
(Note: The Amended Original ends the day **before** the Amended 1 plan starts)

