

# STUDENT SERVICES DIVISION Student Education Management Systems

### **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
  - Type an Amendment Reason (Type in the actual reason you are holding the Revision)





### STUDENT SERVICES DIVISION Student Education Management Systems

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

Revision to IEP Dated	EP Following 3-Yr Reevaluation	_	
Date of Meeting:     Total of Meeting:     At the request of:     Totate of Meeting:	Other:		
*IEP Services will Begin:	Sam		
*Anticipated Duration of Services:	10/05/2017	date	
IEP Review Date:		-	
Eligibility			
*Eligibility Date:	10/08/2018		
*Anticipated 3-Yr Reevaluation:	10/07/2021		
Save	→ Save & Continue		

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.



Refer to the Meeting Type Guidelines handout for required editors in an IEP review/revision.

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

Amendment Options	
*Amendment Reason	🖄 Review Amendments
Revision to IEP	



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



NV IEP 2015 Data Plan (10/05/2016-10/05/2016) (Amended 1)
NV IEP 2015 Data Plan (10/08/2015-10/04/2016) (Amended Original)

 Amended Plan completed correctly. (Note: The Amended Original ends the day <u>before</u> the Amended 1 plan starts)