CCSD
CLARK COUNTY
SCHOOL DISTRICT

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
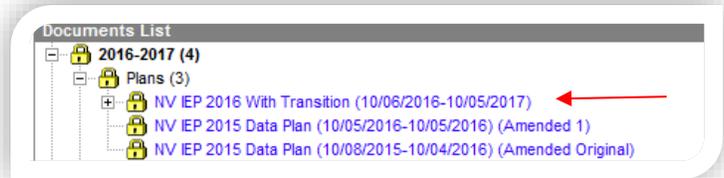
2. Select **Amend** and **OK**
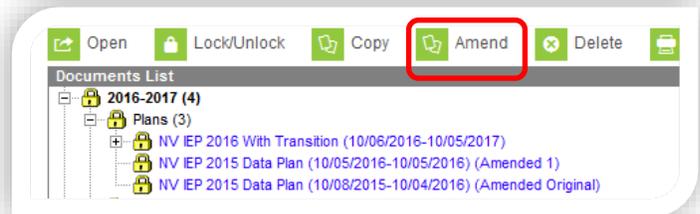
3. Open the plan to be amended
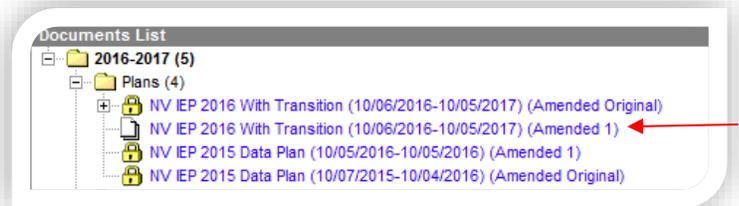
4. Select **Amend Editor**
   a. Type an Amendment Reason
      (Type in the actual reason you are
       holding the Revision)

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

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.

9. Select **Complete Amendment** to lock the Revision.
   (Amendment Start Date will pre-fill …Do not change it.)
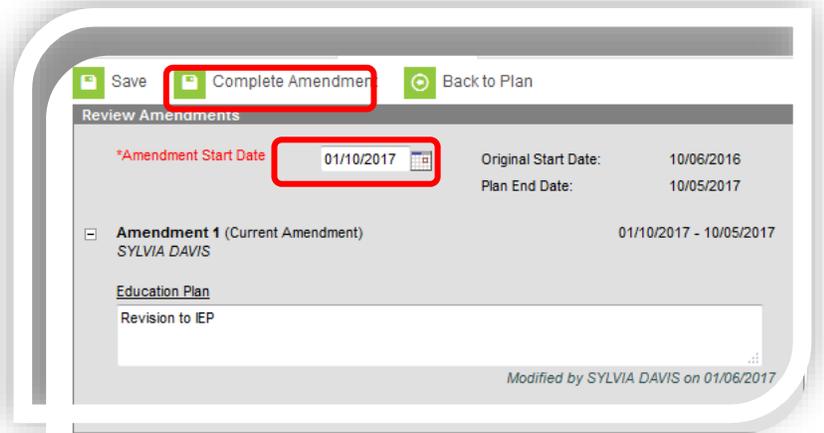
10. Amended Plan completed correctly.
    (Note: The Amended Original ends the day **before** the Amended 1 plan starts)