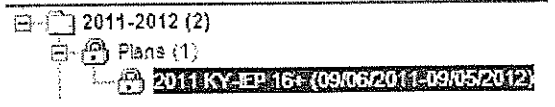


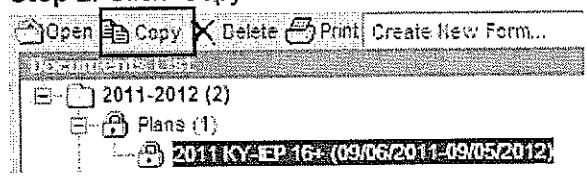
Addendum to the IEP Process

The copy process should **ONLY** be used when making an addendum to the current IEP. When developing a new IEP at an annual review meeting users are directed to select the age appropriate KY IEP from the 'Create New Form' drop list under the Documents tab.

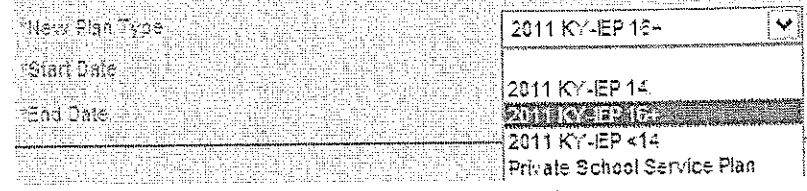
Step 1: Highlight the current IEP



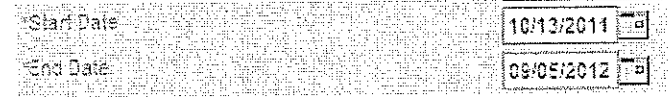
Step 2: Click 'Copy'



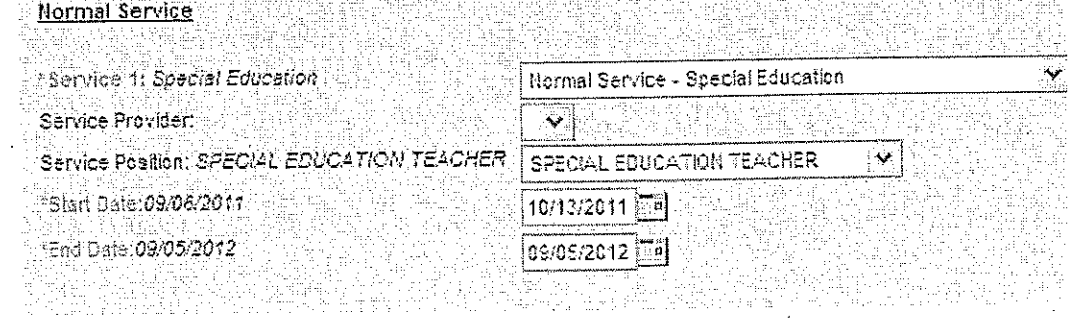
Step 3: Select from the drop list the plan in which you want to copy data into.



Step 4: Enter the Start (End date should not change) of the new IEP



Step 5: Select the appropriate Special Ed Service and/or Related Services. For reference, on the left hand side is the services from the copied IEP. Even if the services did not change, you must select the service from the drop list in order for them to copy to the new IEP. Verify the start and end dates of the services selected, the dates should be the same as the start and end date of your new IEP.



Step 6: Click Copy to create the new IEP



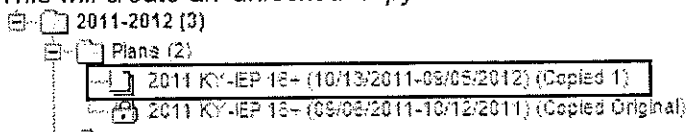
Step 7: Select OK to proceed

WARNING: The previous plan's locking state will be left as it was. Services on the previous plan will be ended. Do you want to proceed?



After copying, the original plan end date and service end dates will: 1) end one day before the new plan starts.

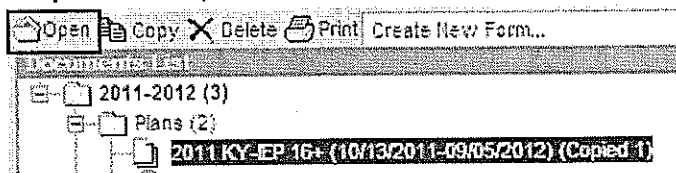
This will create an 'unlocked' copy of the selected IEP



Step 8: Highlight the 'unlocked' copy of the IEP



Step 9: Click 'Open'

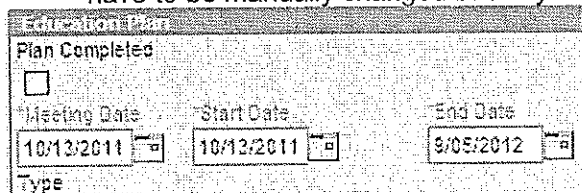


This will open the copied IEP into the editor format

Step 10: Education Plan Editor:

Update the 'Meeting Date' to the date the ARC meet to determine a change to the new IEP.

NOTE: 'End Date' should remain the date that was copied based on the old IEP (this will have to be manually changed back by the user if the meeting date is updated)




Step 11: Click Save and Continue



Step 12: Review the remaining editors to make the changes that precipitated the need for this addendum. To advance through the editors, click the Save and Continue button, as shown above.

Step 13: Return to the Education Plan Editor, as pictured in Step 10, and mark the 'Plan Completed'



Step 14: Save the document 

NOTE: There is no longer a need to unlock the 'original' IEP to modify dates.