

**Revise IEP Without a Meeting  
Review and Revision instructions**

(making minor changes to an IEP that does not involve a clerical error)

**NOTE: The begin and end dates of this IEP will remain the same as the previous  
IEP**

**CANNOT BE USED FOR A CHANGE OF LRE**

1. **Complete the review and revision form**-the TOR can serve as the public agency representative ONLY FOR THE CONVERSATION with parent to explain the revision. In this conversation the parent needs to agree that a revision can be made without a meeting.
  - a. **In the text box explain the revision(s) that will be made.** Example: Student no longer requires special transportation as a related service. **Be as clear and concise as possible in order for the parent to be able to understand the proposed revision.**
  - b. **Obtain the Public Agency Rep's signature**-this must be your building principal's signature.
2. **IEP process**
  - a. **Communications tab**-document the date you contacted the parent to discuss the revision and choose option Received permission to revise IEP without a meeting under contact result.
  - b. **Meeting purpose**-Select Revise IEP Without a Meeting
  - c. **Schedule CC Meeting tab**-enter date of revision. There is no need to delete or add any other information on this screen. Hit Save.
  - d. **Make necessary revisions**
  - e. **Review conference notes:** Note the date and details of the revision in the general notes text box. This is the only means by which anyone reviewing the IEP electronically will know what revisions were made.
  - f. **Create IEP-finalize IEP**
  - g. **Print**-only the IEP pages that were revised and highlight the revisions.
  - h. **Make a copy of the revised pages (with highlighted revisions)**-and send to parent along with R&R form for signature.
  - i. **After obtaining signature**-make a copy of the R&R form and revised pages for school files. Mail copy of signed R&R form to parent.
  - j. **Send original R&R form and revised pages ONLY (with highlighted revisions) to JESSE**

***Revise Without a Meeting Instructions  
Due to Clerical Error***

This type of revision will be used when an error has been made in the IEP and was not corrected prior to finalizing the IEP.

If due to an error of omission and not discussed during the conference then another conference may need to be held to add that information.

Parent **MUST** be contacted in order to explain the error and the revision to the IEP.

Follow the same steps for the REVISE IEP WITHOUT A MEETING with the following exceptions:

1. ***Review and Revision form:*** Write clerical error above the explanation for the revision in the text box.
2. ***Review conference notes:*** include Clerical error and the date along with explanation of the revision.
3. ***Parent signature is not necessary-***building principal signature still required.

Mail parent a copy of the R&R form along with revised IEP pages **ONLY** (please highlight revisions).

Send original R&R form into the JESSE office along with revised IEP pages **ONLY** (please highlight revisions).