

To create an Amendment in PowerIEP this year without an IEP being in PowerIEP:

*Update information with current dates, etc. in the "Student Information"!!!!

1. Create New IEP/Event
2. Select "Other" for purpose and note "Amendment to IEP dated_____" in comment box.
3. Select additional forms on the screen for the Goal page or Educational Services & Placement page that you want to amend.
4. Fill out the new goal page &/or Educational Services & Placement page(s).
5. Complete Additional Information page with date of amendment and note that you amended IEP dated _____ that is not currently in PowerIEP.
6. Just "Save" other required forms. (You'll have "!" marks next to these forms which is OK).
7. Click on "Create Amendment"
8. Select the goal &/or Educational Services and Placement form(s)
9. Fill out the Program Amendment form
10. Save the Goal page &/or Educational Services & Placement form by going into them and "Save".
11. Print out forms.