

IEP or Addendum?

Legally we are required to write a complete IEP once a year following a meeting. An addendum cannot take the place of an annual IEP meeting. But, there are certain circumstances where it is permissible to write an addendum. What are those circumstances? They are listed below:

1. To correct a procedural error in the IEP- for example, a date is wrong.
2. To add additional goals when a student has mastered his current IEP goals and objectives
3. To adjust service times services or increase/decrease amount of time of services
4. To add or delete related services or provisions related to supplementary aids/services, assessment, or transportation
5. To add a Behavior Intervention plan due to new or changing behavioral concerns
6. To add/update information in the PLOP

The IEP can be amended without convening a meeting. However, when you contact the parent and she/he wants to attend the meeting, you must hold the meeting. You cannot alter or do anything to the IEP without parent consent.

These are times you cannot do an addendum and must write a new IEP even if the student has a current IEP.

1. Student's eligibility changed due to a reevaluation. For example, student is no longer eligible for speech, but is eligible for EBD or a SDD student has been reevaluated and he is found eligible for another service.
2. Student's IEP information is not valid because something drastic has happened to the student and his needs have increased tremendously. For example, the student has developed a major medical condition that has made the current IEP inappropriate.
3. When there are several changes that need to be made and the current IEP is no longer appropriate.

If you are writing a complete IEP instead of an addendum, be sure to edit the ending date on the IEP being replaced to show the meeting date. On the new IEP be sure to document the meeting date and adjust the ending date to a day prior to the meeting date in the following year. For example, if you had an IEP meeting on 9/15/13 and developed a full IEP, your ending date for the IEP should be adjusted to 9/15/14.

Please note that regardless of when the ending date is, you can always have an IEP meeting any time in the year. We just need to make sure that there is always a current IEP and there is no lapse in services.