

*Lewis Cass Intermediate School District, 61682 Dailey Road, Cassopolis, MI 49031*  
**Individualized Education Program (IEP) Addendum**

|              |  |           |  |                                    |  |
|--------------|--|-----------|--|------------------------------------|--|
| Student Name |  | Birthdate |  | Date                               |  |
| U.I.C. #     |  | School    |  | Date of Current IEP Being Modified |  |

**PURPOSE**

An addendum may be used to **make minor changes** to a current IEP. The purpose of this IEP addendum is: *(Check all that apply)*  
 Adding, modifying, or deleting instructional goals and objectives  
 Modifying the amount of time in the current program.  
 Adding, modifying, or deleting related services or provisions related to supplementary aids/services, assessment, or transportation.  
 Other \_\_\_\_\_

**PARTICIPANT SIGNATURES**

Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_  
 General Ed Teacher \_\_\_\_\_ District Rep \_\_\_\_\_  
 Special Ed Provider \_\_\_\_\_ Other \_\_\_\_\_  
 MET Representative \_\_\_\_\_ Other \_\_\_\_\_

**RATIONALE**

Briefly state the reason why an addendum to this student's IEP is needed.  
 \_\_\_\_\_  
 Update the statement regarding this student's **present level of educational performance**. *(Attach any new goal pages behind this page.)*  
 \_\_\_\_\_  
 \_\_\_\_\_

In developing this IEP Addendum, the IEP Team members have considered the student strengths, parental concerns, the results of recent evaluations and assessments as well as the need for program accommodations/modifications due to special factors as listed on the current IEP.

**IEP MODIFICATIONS**

| <b>PROGRAMS OR SERVICES</b> |                    |                       |                       |                 |
|-----------------------------|--------------------|-----------------------|-----------------------|-----------------|
| <u>Program/Service</u>      | <u>Rule Number</u> | <u>Amount of Time</u> | <u>Frequency</u>      | <u>Location</u> |
| _____                       | R 340._____        | _____ per _____       | _____ times per _____ | _____           |
| _____                       | R 340._____        | _____ per _____       | _____ times per _____ | _____           |

List any service(s) to be deleted here: \_\_\_\_\_

| <b>ACCOMMODATIONS/SUPPLEMENTARY AIDS/SERVICES/ PERSONNEL SUPPORT</b> | <b>AMOUNT OF TIME/ FREQUENCY</b> | <b>LOCATION</b> |
|--|----------------------------------|-----------------|
|  |                                  |                 |
|  |                                  |                 |

**Special Transportation:** No Yes, specifics: \_\_\_\_\_

**Assessment:**  
 Indicate any changes to assessment as described in the student's current IEP (including accommodations).  
 \_\_\_\_\_  
 \_\_\_\_\_

## COMMITMENT SIGNATURES

Unless noted otherwise, the Addendum will begin on: \_\_\_\_\_

The duration of this addendum is the duration of the current IEP unless prior to that date and specified here: \_\_\_\_\_

The **district** agrees with the IEP Addendum and its implementation along with notice requirements listed below.

District Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Resident/Operating District Notice Requirements** - The superintendent or designee of the operating district assures that:

- (a) To the maximum extent appropriate, a person who has a disability, including a person who is assigned to a public or private institution or other care facility, is educated with persons who do not have disabilities.
- (b) Placement of a person who has a disability in special classes, separate schools, or the removal of a person who has a disability from the general education environment occurs only when the nature or severity of the disability is such that education in a regular class using supplementary aids and services cannot be satisfactorily achieved.
- (c) The placement for the student is as close as possible to his or her home.
- (d) Unless the IEP of a student with a disability requires some other arrangement, the student is educated in the school that he or she would attend if nondisabled.
- (e) In selecting the least restrictive environment, consideration shall be given to any potentially harmful effects to the student or the quality of services that the student needs.
- (f) A student with a disability will not be removed from education in age-appropriate regular classrooms solely because of needed accommodations in the general curriculum.

I, as **parent/guardian/student**,

Understand the Addendum contents, and  
Have been fully informed of my procedural rights.

(Choose one)

**Agree** with the IEP Addendum and its implementation.

**Do not agree** with the IEP Addendum. This Addendum **cannot** be implemented.

Parent/Guardian/Student: \_\_\_\_\_ Date: \_\_\_\_\_

## IEP ADDENDUM GUIDELINES

### PURPOSE

The purpose of the IEP Addendum is to **make minor changes** to the IEP during the year it is in effect. If substantial or comprehensive changes need to be made to a student's IEP, an IEP Team meeting should be convened to develop a new, complete IEP Team Report.

### REQUIREMENTS

Parents and school staff should be made aware of the following:

- Required IEP Team members **must be** present at the meeting when the IEP Addendum is developed.
- The IEP Addendum **does not** reset the due date for the next annual IEP Review.
- The IEP Addendum **must be** attached to the IEP that is being modified (all copies).
- The parent **must** receive a copy of the previous IEP with the Addendum attached.
- Either the parent or the school district may request a full IEP Team Meeting in lieu of an IEP Addendum.

### APPROPRIATE USES

The IEP Addendum may be used for the following reasons:

- To add, delete, or modify IEP goals and/or short-term objectives (However, this may require modification of the student's PLEP statement.),
- To change the amount of time and/or frequency for a program or related service,
- To add or delete a related service from an IEP (the IEP Team must have data to support this decision.),
- To add, delete, or modify a supplementary aid, program modification, or support to school personnel,
- To change a transportation provision,
- To change language related to state or district-wide assessment,
- To address the need for extended school year (ESY) services,
- To make short-term changes to the IEP,
- To make changes to a transfer student's IEP instead of completing a new IEP.

### RESTRICTIONS

The IEP Addendum **may not** be used for the following purposes:

- To determine or redetermine any special education eligibility,
- To change the **type of program** for the student,
- To exit the student from special education.