

# NHSEIS – IEP Amendment Guidance Document

The New Hampshire Department of Education (NHDOE), Bureau of Special Education, offers guidance to Districts on IEP Amendments. This feature enables Districts to easily identify IEP Amendments in the New Hampshire Special Education Information System (NHSEIS).

The date of the amendment should be the date the team proposes that the amendment will begin. The service date should reflect the date of the service increase, decrease, addition or deletion, and team should keep in mind that parents do have the 14 days to decide. An IEP amendment cannot be used to extend the end date of the IEP. The IEP Amendment process is in the NHSEIS Manual dated on or after November 7, 2016.

In the student IEP Process, IEP Cover Page section, if the reason for the meeting IEP Amendment is checked, the IEP Amend Date box appears and must be completed.

The screenshot shows the NHSEIS interface. At the top is a navigation bar with links: Main Menu, Students, Wizards, Schools, School System Info, Users, Super User, My Profile, Send Us A Message, and PCG. Below this is a secondary navigation bar with links: Student, Contacts, Eligibility Process, IEP Process, Documents, and Student History. The main content area is titled "IEP Cover" and includes the name "John L Smith". The "IEP Information" section contains a table with the following data:

IEP Information	
IEP Meeting Date	10/22/2015
IEP Begin Date	11/02/2015
IEP End Date	11/01/2016
IEP Amend Date	02/01/2016
Reason for meeting	<input type="checkbox"/> Annual Review <input type="checkbox"/> Court Ordered <input type="checkbox"/> Placement <input checked="" type="checkbox"/> IEP Amendment <input type="checkbox"/> Stay Put <input type="checkbox"/> Initial IEP <input type="checkbox"/> Extended Year <input type="checkbox"/> Re-evaluation <input type="checkbox"/> ISP

The Amendment Date will appear on the front page of the IEP.

New Hampshire Training Site  
High School  
81 Front St  
Sometown, NH 11111

## Individualized Education Program

Begin Date: 11/02/2015

End Date: 11/01/2016

Amendment Date: 02/01/2016

Initial IEP    Annual Review    Re-evaluation    IEP Amendment    Extended Year  
 Stay Put    Court Ordered    Placement    ISP

### Student Information

The Amendment Date will also appear from the student history, IEP details section following the NHSEIS version 12.4 upgrade on December 20<sup>th</sup>, 2016.

If you would like further clarification or have questions please contact Terry Hersh: 603-271-3775 or [Terry.Hersh@doe.nh.gov](mailto:Terry.Hersh@doe.nh.gov)