

How to Do an IEP Amendment on eSped

1. Logon to eSped (www.esped.com)
2. Click "Member Login"
3. Type in "Username"
4. Type in "Password"
5. Click on "Log in" or press "Enter" key
6. Open **ARD Forms**
7. Select **Student**
8. Click on **FERPA reason: I am writing this student's IEP.**
9. Highlight and click on **IEP Amendment** (in the 80's)
10. Annual date automatically populated
11. Enter Proposed **Implementation Date**
12. Parents were contacted by:
 - a. Click down arrow and enter **name of person that contacted the parent**
 - b. Click down arrow and highlight and click on **position** of the person who made the contact
13. Click on **method of contact** and enter **date** to the right of the method of contact
14. Click on the **appropriate statement(s)**
15. Click on the **area that the change is being made**
16. **Click** on the **arrow** for that area (it will take you to the IEP screen that you need to make the changes on)
17. **Make changes** on screen and **SAVE**
18. Click **Return** to bring you back to the Amendment screen
19. Input the parent name and the teacher's name
20. Principal signature is required
21. When **completed**, click on **SAVE**
22. **Print** the document through Reports
23. You will need to print the IEP screen for the area(s) you changed
24. Place in eligibility folder and send a copy to the parent