

EXCUSAL FROM ATTENDANCE AT IEP MEETINGS of REQUIRED IEP TEAM MEMBERS

Date: _____

Student: _____

IEP date _____

Name of parent(s)/decision maker

School representative

Position of school representative

UNDERSTANDINGS

I have been informed and understand that the IEP team must include at least the following: (a) parent of the child; (b) one regular education teacher of the child (if the child is, or may be, participating in the regular education environment); (c) one special education teacher or special education provider of the child; (d) a representative of the school district; (e) an individual who can interpret the instructional implications of evaluation results; (f) other individuals who, at the discretion of the parent or the school, have been invited to the meeting because they have knowledge or special expertise regarding the child; and, (g) when appropriate, the student.

I have also been informed and understand that: (a) all of the required members of an IEP team (listed above) must attend each IEP meeting unless both the parent and the school representative agree in writing that a required team member does not need to attend all or part of an IEP meeting; and (b) that a required team member may be excused from attending a meeting that will involve a modification to or a discussion of the required team member's area of the curriculum or related services, only if: (1) both the parent and the school representative give written consent for the member to be excused; and (2) the member submits written input regarding the development of the IEP to both the parent and the other members of the IEP team prior to the meeting.

(Position of team member who will not be attending)

Complete only one column	
AREA OF THE CURRICULUM OR RELATED SERVICES IS NOT BEING MODIFIED OR DISCUSSED.	AREA OF THE CURRICULUM OR RELATED SERVICES MAY BE MODIFIED OR DISCUSSED.
☐ NON-ATTENDANCE: The member of the IEP team noted above will not attend the IEP meeting as both the school and the parent agree that the team member's attendance at this meeting is not necessary.	☐ NON-ATTENDANCE: The member of the IEP team noted above is excused from attending this IEP meeting , providing that the member submits written input related to the development of the IEP to both the parent and to the other members of the team prior to the meeting.
☐ PARTIAL ATTENDANCE: The member of the IEP team noted above will attend the portion of the IEP meeting in which the following issues are discussed:	☐ PARTIAL ATTENDANCE: The member of the IEP team noted above will attend the portion of the IEP meeting in which the following issues are discussed:
I ☐ agree ☐ disagree with the above marked statement:	I ☐ consent ☐ do not consent to the above marked statement:

(Signature of Parent/Legal Decision Maker)

Date

(Signature of Authorized District Representative)

Date