

IEP TEAM MEMBER EXCUSAL FROM ATTENDANCE AT IEP MEETING

Date: _____

Child: _____

Date of Scheduled IEP Meeting: _____

Name of Parent: _____

Name of Public Agency Representative: _____

Position of Public Agency 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/public agency [as set forth in 34 CFR 300.321(4)]; (e) an individual who can interpret the instructional implications of evaluation results.

I have also been informed and understand that: (a) all of the required members of an IEP Team (listed in the above paragraph) must attend each IEP meeting unless both the parent and the school/public agency 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/public agency 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 meeting.

THE IEP TEAM MEMBER'S AREA OF THE CURRICULUM OR RELATED
SERVICES MAY BE MODIFIED OR DISCUSSED

(Position of Team Member)

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 the other members of the Team prior to the meeting.

I consent to the excusal do not consent to the excusal

Parent Signature

Date

I consent to the excusal do not consent to the excusal

Authorized Public Agency Representative
Signature

Date