

**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)

<b>Complete only one column</b>	
<b>AREA OF THE CURRICULUM OR RELATED SERVICES IS NOT BEING MODIFIED OR DISCUSSED.</b>	<b>AREA OF THE CURRICULUM OR RELATED SERVICES MAY BE MODIFIED OR DISCUSSED.</b>
<input type="checkbox"/> The member of the IEP team noted above <b>will not attend the IEP meeting</b> as both the school and the parent agree that the team member's attendance at this meeting is not necessary.  <input type="checkbox"/> The member of the IEP team noted above will <b>only attend the portion of the IEP meeting</b> in which the following issues are discussed:	<input type="checkbox"/> The member of the IEP team noted above is <b>excused from attending this IEP meeting</b> , 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.
I <input type="checkbox"/> agree <input type="checkbox"/> disagree with the above marked statement:	I <input type="checkbox"/> consent <input type="checkbox"/> do not consent to the above marked statement:

\_\_\_\_\_  
(Signature of Parent/Legal Decision Maker)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized District Representative)

Date: \_\_\_\_\_