**AGREEMENT TO EXCUSE A TEAM MEMBER FROM ATTENDING AN IEP MEETING**

To: Parent/Guardian or Adult Student Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Case Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # Email Name of School

An IEP meeting is scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name ID #

IDEA allows for the excusal of IEP team members from an IEP meeting under two (2) conditions:

1. A member of the IEP team is not required to attend an IEP team meeting in whole or in part if the parent of a child with a

disability and the District agree in writing that the attendance of the member is not necessary because the allocation of

resources and/ora member’s area of the curriculum or related services is not being modified or discussed in the meeting, or

1. A member of the IEP team may be excused from attending an IEP team meeting, in whole or in part, when a meeting involves a modification to or discussion of the member’s area of the curriculum or related services;

a. if the parent, in writing, and the District consent to the excusal, and

b. the member submits, in writing, to the parent and the IEP team, input into the development of the IEP prior to the

meeting.

**Written parental consent must be obtained prior to the meeting whenever an IEP team member is being excused from attending a meeting. ( 34 CFR §300.321)**

Based on condition #**1**, the district proposes to excuse the following team member(s) because the purpose of the meeting does not require discussion of or change to services/curriculum:

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Team Member(s) & Service(s)/Curriculum

Based on condition #**2**, the district proposes to excuse the following team member(s) whose service/curriculum will be discussed or modified at the meeting. However, written information will be provided by the member regarding the service/curriculum to be used in developing/revising the IEP.

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Team Member(s) & Service(s)/Curriculum

The written input (ie.,Assessment/Progress Reports, Draft Present Levels and Goals, etc.)

🞏 Is enclosed

🞏 Will be provided under separate cover prior to the IEP meeting

Your agreement to the above must be in writing. Please sign, date and return one copy of this form in the envelope provided and keep the second copy for your records. If you have any questions, please contact me.

**I agree that the above named IEP member(s) are excused from attending the IEP meeting.**

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Signature of Parent/Legal Guardian or Adult Student Date