

PARENT/GUARDIAN EXCUSAL OF AN INDIVIDUALIZED EDUCATION PROGRAM TEAM MEMBER

DATE: _____ STUDENT'S NAME: _____ STUDENT'S DATE OF BIRTH: _____

Dear _____
(Parent(s)/Guardian(s) Name)

An IEP Team meeting is schedule for your child on _____.
(Date)

We met in person spoke on the phone exchanged e-mails exchanged faxes and agreed to the following:

Allowing team members to be excused from attending and IEP meeting is intended to provide additional flexibility to parents in scheduling meetings. The presence and participation of the Individualized Education Program (IEP) team member(s) identified below is/are not necessary and has/have been excused from being present and participating in the meeting. The "team member" is described in the regulations as, the general education teacher, special education teacher, LEA representative, and/or an individual who can interpret the instructional implications of evaluation results, who may be a member of the team already identified.

Content area of excused member not discussed at the meeting.

Yes N/A The school district and parent/guardian agree the following member(s) is/are not required to attend the IEP meeting in whole or in part because the individual's area of curriculum, content or related service will not be discussed or modified.

_____	_____
(Name and Area)	(Name and Area)
_____	_____
(Name and Area)	(Name and Area)

Content area of excused member discussed at the meeting

Yes N/A The school district and parent/guardian agree the following member(s) may be excused from attending the IEP meeting in whole or in part, when the meeting involves a modification to or discussion of the member's area of the curriculum or related services, if the member submits input into the IEP in writing to the parent and to the teacher prior to the meeting.

_____	_____
(Name and Area)	(Name and Area)
_____	_____
(Name and Area)	(Name and Area)

(Parent/Guardian Signature) _____
(Date)

(Authorized School Personnel Signature) _____
(Date)

If you have any questions or would like a copy of **Explanation of Procedural Safeguards**, please contact:

Name: _____ Title: _____ Telephone: _____

Sincerely,

(Signature)

Name: _____

Title: _____