

**SEDGWICK COUNTY AREA EDUCATIONAL SERVICES INTERLOCAL COOPERATIVE #618
EXCUSAL FROM ATTENDANCE AT IEP MEETINGS OF REQUIRED IEP TEAM MEMBERS**

Student: _____ Date: _____

Name of Parent(s)/Decision Maker: _____ Date of IEP meeting: _____

Name of School Representative: _____ Position: _____

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.

**IEP TEAM MEMBER'S AREA OF THE CURRICULUM OR RELATED SERVICES
IS NOT BEING MODIFIED OR DISCUSSED**

(Position of team member)

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.

The member of the IEP team noted above will **only attend the portion of the IEP meeting** in which the following issues are discussed:

I agree disagree with the above marked statement.

(Parent/Legal Decision Maker)

(Date)

I agree disagree with the above marked statement.

(Authorized District Representative)

(Date)

**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 to the other members of the team prior to the meeting.

I consent do not consent to the above marked statement.

(Parent/Legal Decision Maker)

(Date)

I consent do not consent to the above marked statement.

(Authorized District Representative)

(Date)

Written input for IEP development was submitted to both the parent and to the other members of the team prior to the meeting on: Date: _____

Method of Submission, (i.e. hand delivered, emailed, mailed): _____

Person Making Delivery of Written Input: _____