



LEYDEN AREA SPECIAL EDUCATION COOPERATIVE

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Director

Parent/Guardian Excusal of an Individualized Education Program Team Member

Table with 3 columns: NAME OF CHILD, DATE OF BIRTH, DATE

Dear

An IEP Team meeting is scheduled for your child on

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 an IEP meeting is intended to provide additional flexibility to parents in scheduling meetings. The presence and participation of the required Individualized Education (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 [] NA 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.

Two columns for Name and Area

Content area of excused member discussed at the meeting

[] Yes [] NA 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 team prior to the meeting.

Two columns for 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, Phone, Sincerely, Signature, Name and Title