

PARENTAL CONSENT TO EXCUSE MEMBERS FROM ATTENDING THE IEP TEAM MEETING (ANNOTATED)  
Child's Name:

**PARENTAL CONSENT TO EXCUSE MEMBERS FROM ATTENDING THE  
INDIVIDUALIZED EDUCATION PROGRAM (IEP) TEAM MEETING (ANNOTATED) School Age**  
(Attach to IEP Invitation if appropriate)

**ANNOTATION:**

The purpose of this form is to give the LEA an opportunity to ask for parental consent to excuse a required member of the Individualized Education Program (IEP) team from attending an IEP team meeting in whole or in part. The parent must agree in writing for this excusal to occur.

Child's Name: \_\_\_\_\_

Date (mm/dd/yy): \_\_\_\_\_

Name and Address of Parent/Guardian/Surrogate:

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

*For LEA Use Only:*  
Date of Receipt of Parent Excusal Form

**ANNOTATION:**

Date of Receipt of Parental Excusal Form: Record the business date the Parental Consent to Excuse Members form is delivered to the LEA. This date will act as documentation that the parent has provided consent to excuse required members of the IEP team from attending the IEP team meeting.

Dear \_\_\_\_\_ :

A meeting of your child's Individualized Education Program (IEP) team is scheduled on:

\_\_\_\_\_

We have decided that the following person(s) does not need to attend your child's IEP meeting. That person's content area will NOT be discussed at the meeting.

Please check Yes if you consent or No if you do not consent.

Yes  No \_\_\_\_\_  
Name and Area

Yes  No \_\_\_\_\_  
Name and Area

Yes  No \_\_\_\_\_  
Name and Area

Yes  No \_\_\_\_\_  
Name and Area

**ANNOTATION:**

A required 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 LEA agree, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed in the meeting.

Required members of the IEP team that require an excusal include:

- Not less than one regular education teacher of the child (if the child is, or may be, participating in the regular education environment)
- Not less than one special education teacher of the child, or where appropriate, not less than one special education provider of the child
- An individual who can interpret the instructional implications of evaluation results (this role may be filled by one of the other required IEP team members)
- A representative of the LEA who: is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of students with disabilities; is knowledgeable about the general education curriculum; and is knowledgeable about the availability of resources of the public agency

**PARENTAL CONSENT TO EXCUSE MEMBERS FROM ATTENDING THE IEP TEAM MEETING (ANNOTATED)**

Child's Name: \_\_\_\_\_

For example, a student may have four regular education teachers. The LEA determines which of the regular education teachers will fill the role of the regular education teacher for the purpose of the IEP team. If two of the regular education teachers have been listed on the *Invitation to Participate in the IEP Team Meeting or Other Meeting*, then no parental consent would be required to excuse the other two regular education teachers who cannot attend.

We have decided that the following person(s) does not need to attend your child's IEP meeting. That person's content area WILL BE discussed at the meeting, and the member will submit input regarding your child's IEP in writing to you and to the team prior to the meeting.

Please check Yes if you consent or No if you do not consent.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
		Name and Area			Name and Area
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
		Name and Area			Name and Area

**ANNOTATION:**

If a member's area of expertise is being discussed, that member of the IEP team may be excused from attending an IEP meeting, in whole or in part, if the parent and LEA agree in writing to the excusal of that member. That member must submit in writing to the IEP team (including the parent), input into the development of the IEP prior to the meeting. This is essentially the same process as above, except that in this case the person who is being excused must submit his/her input in writing to the other members of the IEP team prior to the IEP team meeting. This will be documented on the IEP Team Signature page of the IEP.

**SIGN HERE:**

\_\_\_\_\_  
Parent/Guardian/Surrogate Signature

\_\_\_\_\_  
Date (mm/dd/yy)

If you have any questions, please contact me.

Name: _____	Position: _____
Phone: _____	Email: _____

A copy of the *Procedural Safeguards Notice* is available upon request from your child's school. This document explains your rights, and includes state and local advocacy organizations that are available to help you understand your rights and how the special education process works.

For help in understanding this form, an annotated *Parental Consent to Excuse* is available on the PaTTAN website at [www.pattan.net](http://www.pattan.net) Type "Annotated Forms" in the Search feature on the website. If you do not have access to the Internet, you can request the annotated form by calling PaTTAN at 800-441-3215.