



Telephone: (906)863-5665

Intermediate School District

Fax: (906)863-7776

1201 41<sup>st</sup> Avenue

Menominee MI 49858

[www.mc-isd.org](http://www.mc-isd.org)

**Excusal of an IEP Team Member**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

IEP Team Meeting Date \_\_\_\_\_

\_\_\_\_ **Parent and District Agreement on Attendance Not Necessary:** 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 public agency 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. *34 CFR §300.321(e)(1)*

**OR**

\_\_\_\_ **Parent Consent for Excusal Prior to Meeting:** A member of the IEP Team may be excused from attending an IEP Team 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 parent, in writing, and the public agency consent to the excusal; and the member submits, in writing to the parent and the IEP Team, input into the development of the IEP prior to the meeting. *34 CFR §300.321(e)(2)*

Staff Member (s)	Discipline	Attendance Not Necessary	Parent Consent for Excusal

\_\_\_\_ The excused member has provided written input into the development of the IEP prior to the meeting.

\_\_\_\_ I **consent** to this excusal.

\_\_\_\_ I **do not consent** to this excusal and request another IEPT meeting be scheduled when all participants can attend.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

District Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Delivery Mode: \_\_\_\_\_ Date: \_\_\_\_\_

**A copy of this signed form must be attached as a part of the IEP**