Consent for IEP Team Member Absence/Excusal

Directions: Each IEP team member listed on the Notice of Meeting form who is requesting an absence or excusal from participating in a scheduled IEP team meeting MUST complete a separate form.

Submit the request to the LEA Representative identified on the Notice of Meeting form PRIOR to the scheduled IEP meeting in a reasonable amount of time to seek parental input/consent.

Regarding the scheduled IEP team meeting for_____,

on_____, I am seeking consent to not participate

under the following circumstances:

☐ My attendance is not necessary (choose at least one reason)

- ☐ My area of curriculum/related services is not being modified
- ☐ My area of curriculum/related services is not being discussed

- or -

☐ I am requesting excusal

Attached is a copy of my written input (i.e., data, proposed goals) for the team to consider during the development of the IEP.

_____ _____

Team member requesting absence/excusal Position

Complete lower section PRIOR to the IEP meeting

Upon review and consideration this request is being ☐ Approved ☐ Denied

Note: If denied, the meeting must be cancelled and rescheduled.

_____ _____

Parent Signature Date

_____ _____

LEA Representative Signature Date

Attach form to the signature page of the completed IEP