

Jordan School District  
 Agreement  
 IEP Team Member Not Attending

Under IDEA 2004, required IEP team members may not attend the IEP under the following two circumstances:

**Excusal**--Input/data to be used in the development of the IEP must be submitted in writing prior to the meeting.

**Attendance Not Needed**—Rationale must be that the team member’s area of the curriculum will not be discussed or modified at the meeting.

**NOTE:** The non-attendance of any team member is subject to the parent and school’s **written consent**. It is recommended that all required team members attend each IEP meeting.

**If applicable, complete this form and send copy to parent prior to the IEP meeting.**

To the Parents of \_\_\_\_\_ Date \_\_\_\_\_

The following team member(s) will not be attending the IEP meeting scheduled for

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
 Student’s Name Date Location

Identify team member and check reason for non-attendance:

Team Member	Role	Excusal (Attach Copy of Written Input Prior to Meeting)	Attendance Not Needed (Area of Curriculum Will Not Be Discussed)
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

We agree that the team members identified above will not be in attendance at the IEP meeting for the reasons described above. **Note that agreement must be documented (signed) prior to the IEP meeting.**

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 LEA Representative Signature

\_\_\_\_\_  
 Date

Original to file/attach to IEP

Copy to parent