# Agreement—IEP Team Member Not Attending Meeting

(USBE Rules III.F.2.)

District/School: Date of Meeting:

Student Name: DOB: Grade:

As appropriate, complete this form and attach to each copy of the Notice of Meeting for an IEP meeting.

Agreement must be documented ***prior*** to the IEP meeting.

The following team member will not be attending the IEP meeting scheduled on[date]:

at[time]: at[location]:

Team member’s name/role:

☐ The team member is excused.

Input/data to be used in development of the IEP has been submitted. (Attach copy of input/data or summarize below.)

Team member’s area of curriculum or related services will not be modified or discussed at this meeting.

**Reason:**

Signatures below denote agreement to the excusal of the IEP team member as described above.

Parent/Student who is an Adult Date LEA Representative Date