



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** Individualized Education Program (IEP) Team Membership Requirements and the IEP Team Member Excusal Process

**NUMBER:** REF-3804.0

**ISSUER:** Donnalyn Jaque-Antón, Associate Superintendent  
Division of Special Education

**DATE:** July 23, 2007

**ROUTING**

All Locations  
 Local District Superintendents  
 Administrators of Instruction  
 Local District Directors  
 Support Unit Administrators  
 School Site Administrators  
 Teachers  
 Sp. Ed. Office Technicians

**PURPOSE:** The purpose of this Reference Guide is to review Individualized Education Program (IEP) Team membership requirements and inform IEP teams of the IEP team member excusal process.

**MAJOR CHANGES:** In accordance with specific criteria defined in the Individuals with Disabilities Education Act (IDEA) an IEP team member may be excused from attending an IEP meeting if the parent agrees in writing. An IEP Team Member Excusal Form is available in the “Documents” section on the home page of the Welligent IEP system.

**BACKGROUND:** In accordance with the 2006 federal regulations for IDEA:

- (1) 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.
- (2) 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.

See the Procedures section below for the list of IEP team members for which this provision applies.

**PROCEDURES:** IEP Team Member Excusal Process

The IEP team member excusal process applies only to the following IEP team members:



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- PROCEDURES:**
1. At least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment).
  2. At least one special education teacher of the child, or where appropriate, at least one special education provider of the child.
  3. A representative of the public agency (Los Angeles Unified School District - LAUSD) who –
    - Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities.
    - Is knowledgeable about the general education curriculum; and
    - Is knowledgeable about the availability of resources of the LAUSD.
  4. An individual who can interpret the instructional implications of evaluation results, who may be one of the team members listed in items 1-3 above.

Prior to excusing one of the IEP team members listed above from attending an IEP (in whole or in part), the IEP administrator or administrative designee of the upcoming IEP meeting must facilitate the completion of an IEP Team Member Excusal Form which is to be downloaded and printed from the “Documents” Section on the home page on the Welligent IEP system.

Approval for IEP team member excusal can be granted for either of the following situations:

- (1) The parent and District agree that attendance of the IEP team member is not necessary because the member’s area of the curriculum or related services is not being modified or discussed in the meeting, or
- (2) The meeting involves a modification to or discussion of the IEP team member’s area of the curriculum or related services; the parent and the District consent in writing to the excusal; **and** the IEP team member submits, in writing to the parent and the IEP Team, input into the development of the IEP prior to the meeting.

The IEP team administrator or administrative designee should contact the parents to explain the request and to determine if they are agreeable to the request for excusal. If the parents are agreeable, the IEP administrator or administrative designee should complete the Form and submit it to the parent for signature. Upon obtaining the parent’s signature, the IEP team administrator or administrative designee is to provide a copy of the completed and signed Excusal Form to the parent, and file the original Excusal Form in the student’s green folder. The administrator or administrative designee is responsible for ensuring that in case of the second scenario listed above, the excused IEP team member submits, in writing to the parent and the IEP team, input into the development of the IEP prior to the IEP meeting.



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### RELATED RESOURCES

1. "Special Education Policies and Procedures Manual", Chapter 4: Getting Ready for An Individualized Education Program (IEP) Meeting.
2. "IEP Team Member Excusal Form": In the "Documents" section on the home page of the Welligent IEP system. This Form is available in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, Russian, and Armenian.

**ATTACHMENTS** Attachment A: IEP Team Member Excusal Form - English

### ASSISTANCE

For additional information or assistance, contact Veronica Smith, Coordinator, Policies and Procedures, Division of Special Education at 213.241.5438 or at [veronica.smith@lausd.net](mailto:veronica.smith@lausd.net) or contact the appropriate Special Education Support Unit Office.

Support Unit North	(818) 256-2800
Support Unit Central/West	(323) 421-2950
Support Unit East	(323) 932-2155
Support Unit South	(310) 354-3431

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IEP Team Member Written Excusal Form

Student's Name: \_\_\_\_\_

Date of IEP Team Meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_

Individuals with Disabilities Education Act (IDEA), 2004, provides that a member of the Individualized Education Program (IEP) team may be excused from attending an IEP team meeting, in whole or in part, in two situations.

- 1) If the IEP Team member's area of the curriculum or related service is not being modified or discussed at the IEP team meeting and the parent (or student who is at least 18 years old) and the designated LAUSD IEP team representative mutually agree in writing to excuse the team member's attendance; or,
- 2) If the IEP team meeting does involve a modification to or discussion of the team member's area of the curriculum or related service, and the parent (or the student who is at least 18 years old) and the designated LAUSD IEP team representative mutually agree in writing to excuse the IEP team member's attendance, *and the member submits, in writing to the parent and the IEP team, input into the development of the IEP prior to the meeting.*

Individualized Education Program Team Members	Area of Curriculum or Related Services	Check the appropriate column below (please choose only one):	
		Area of Curriculum or Related Services is Not Being Discussed or Modified	Area of Curriculum or Related Services is being discussed or modified AND the IEP team member has provided written input to the parent and the IEP team prior to the IEP meeting

By mutual agreement, the IEP team members identified above is/are excused from being present and participating in the IEP meeting referenced above.

Signature of District Representative: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Parent\*: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Parent\*: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Adult Student\*\*: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Parent as used above means parent, guardian, or appointed surrogate parent.

\*\*Adult student as used above means the student is at least 18 years old and has not had a conservatorship established.