

REFERENCE SHEET FOR TEAM MEMBERSHIP

Team Members may hold multiple roles at the meeting. (For example, the special education teacher may also be able to interpret evaluation results.)

Roles of Team Members	Names of Team Members
Parent(s)	
Student with a disability, if appropriate	
General Educator(s) - (if the child is, or may be, participating in the regular education environment)	<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ ▪ _____
Special Educator(s)	<ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ ▪ _____
Representative of the Local Education Agency (LEA) who has the authority to commit resources	
An individual who can interpret evaluation results	
At the parent or agency's discretion, other individuals who have knowledge of the student	<ul style="list-style-type: none"> ▪ _____ ▪ _____

All of the identified roles of IEP Team Membership must be represented at an IEP Team meetings UNLESS:

- (i) **THE MEETING DOES NOT REQUIRE THE IDENTIFIED MEMBER'S INPUT** (FOR REQUIRED ROLES)
 - **ATTENDANCE NOT NECESSARY.**--A member of the IEP Team shall not be required to attend an IEP meeting, in whole or in part, *if the parent of a child with a disability and the local educational agency agree* that the attendance of such member is not necessary because the member's area of the curriculum or related services is not being modified or discussed in the meeting.

- (ii) **THE MEETING REQUIRES THE IDENTIFIED MEMBER'S INPUT** (FOR REQUIRED ROLES)
 - **EXCUSAL.**--A member of the IEP Team may be excused from attending an IEP 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—*
 - (I) *the parent and the local educational agency consent to the excusal;* and
 - (II) the member submits, in writing to the parent and the IEP Team, input into the development of the IEP prior to the meeting.

- (iii) **WRITTEN AGREEMENT AND CONSENT REQUIRED.**--A parent's agreement under clause (i) and (ii) shall be in writing.

Implementation Guidance

- *When a parent(s) and district representative agree that a member is considered 'not necessary' - there must be a signed agreement.*
- *When a parent(s) and district representative agree that a member is to be 'excused' - there must be a signed agreement.*
 - *When a member is 'excused', that individual must provide a written report to parent(s) and district in advance of the IEP meeting.*