



---

## Team Member Excusal Form on SpEd Forms

---

### Background if needed:

Please read the document entitled "Team Member Requirement and Excusal" on the WCED Information Network regarding required members. It is a Q&A from MDE about IEP Team Members. The document identifies when other members need to be invited and offers other clarifications such as conditions under which gened doesn't need to be invited.

### WCED (Policy, Procedure, Recommendation):

1. Send out Team Meeting Notice including required members and others needed at meeting. The team must include: Parent, Administrator/Designee, at least one Gened Teacher, and a Special Ed teacher with licensure in disability area. Other members who are invited are not required so absence from meeting does not require excusal form.
2. Let required members know they should connect with you asap if they are unable to attend
3. If a required member will NOT be in attendance, notify parent and ask if they would like to proceed with the meeting. If no, cancel and rescheduling the meeting. If yes, have excused member/s submit written input prior to meeting. If they are able to attend for a short time, they can share their input verbally and excusal form would indicate they were unable to stay the entire time.

Note: Administrators could submit information such as: office referrals, attendance, interventions, team meeting discussions, or family concerns, etc. - any topics they feel won't be reported by another team member or concerns they feel are relevant.

If you are unable to get ahold of the parent prior to the meeting, start meeting by sharing with them the Required Members reason for absence and ask if they would like to continue with the meeting using the submitted written input. If not, the meeting needs to be rescheduled.

4. Print the 'Agreement Regarding IEP Team Member Attendance' from SpEd Forms (right under Team Meeting Notice) for any required member not attending- in part or in whole.
5. Fill in excused member's name, date of meeting, check one of the boxes regarding their absence and have parent sign the 2nd section. You would not typically use Section 1 for required members.