

Appropriate use of the Excusal Form

Legal Requirement

There must be at least one general education teacher, one special education teacher, someone who can interpret assessment results (may be the special education teacher), and a local education administrator or designee at the entire IEP meeting.

WCKSEC Requirement

WCKSEC treats related service providers who have a goal as a required member of the IEP team.

Guidance

If a general education teacher, special education teacher, or related service provider with a goal, is not able to attend the entire IEP meeting, the excusal form should be signed at the beginning of the meeting. Excused members are required to provide written input into the meeting beforehand. If the provider or teacher contributed to the draft IEP that is sent to the parents, this draft will serve as the written report. If their contribution is not included in the draft sent to parents, then a separate written statement needs to be provided to parents and the IEP team.

If an absence of a required team member is known beforehand, that member is expected to call parents before the meeting to discuss their PLAAFP, goal, progress report, and any other relevant information.

If an absence of a required team member is learned about at the time of the meeting, the absent member will call parents as soon as possible following the meeting to discuss their content area.

If the parent will not sign the excusal form, the meeting must be rescheduled to a time when the whole team is available.

The Parent and LEA Representative cannot be excused from the meeting. An LEA designee must be identified and attend every IEP meeting. A student who is 14 is required to be invited to the IEP meeting, but is not a required attendee, so an excusal form does not need to be signed if the student does not attend. Documentation about why the student did not attend should be included in the Meeting Notes.

Expectation

1. Case managers should carry an excusal form with them to each meeting. Just include it in your packet as you do with Parental Rights.
2. Ask if anyone has a time they have to leave.
3. The excusal needs to be signed before talking about the IEP.
4. When in doubt, get the excusal signed.