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1201- 41st Avenue
Menominee MI 49858
[Http://mc-isd.org](http://mc-isd.org)

Student: _____

Date of IEP Meeting: _____

Name of IEP Team Member: _____

Date Parent/Guardian Contacted: _____

District Administrator: _____

Date District Administrator gave verbal consent of excusal: _____

Michigan Rule R340.1721b and Individuals with Disabilities Education Act (IDEA), mandate specific participants be present at Individual Educational Planning Team (IEPT) meetings. There is a process that exempts a required team member(s) from the IEPT. There are two provisions for this exemption. Please check one that applies:

_____ The IEP Team Member listed above 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 (school) 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.

_____ 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.

Your signature confirms you agree to excuse the IEP Team Member from you/your child's meeting for the reason indicated.

Parent/Guardian Signature: _____

Date: _____