

# Instructions to Special Education forms

## Form 5a – Written Agreement for Not Attending An IEP Meeting



This form is used to document one of two cases in which an IEP team member may not be in attendance at the meeting. The form is signed prior to the IEP meeting by the district representative and the parent. LEAs may wish to develop local procedures as to when attendance may be excused. *The district must inform the parent that his/her agreement to this excusal or non-attendance is voluntary.*

**Part A:** If an IEP team member's area of curriculum or related service is not being modified or discussed, the member not in attendance is recorded on the form and the agreement or disagreement box is checked. The LEA representative and parent sign the form acknowledging the said agreement.

**Part B:** If an IEP team member's area of curriculum or related service is being discussed, the same process as in Part A above is followed. In addition, the excused member is required to submit to the parent and IEP team any input **prior** to the development of the IEP.