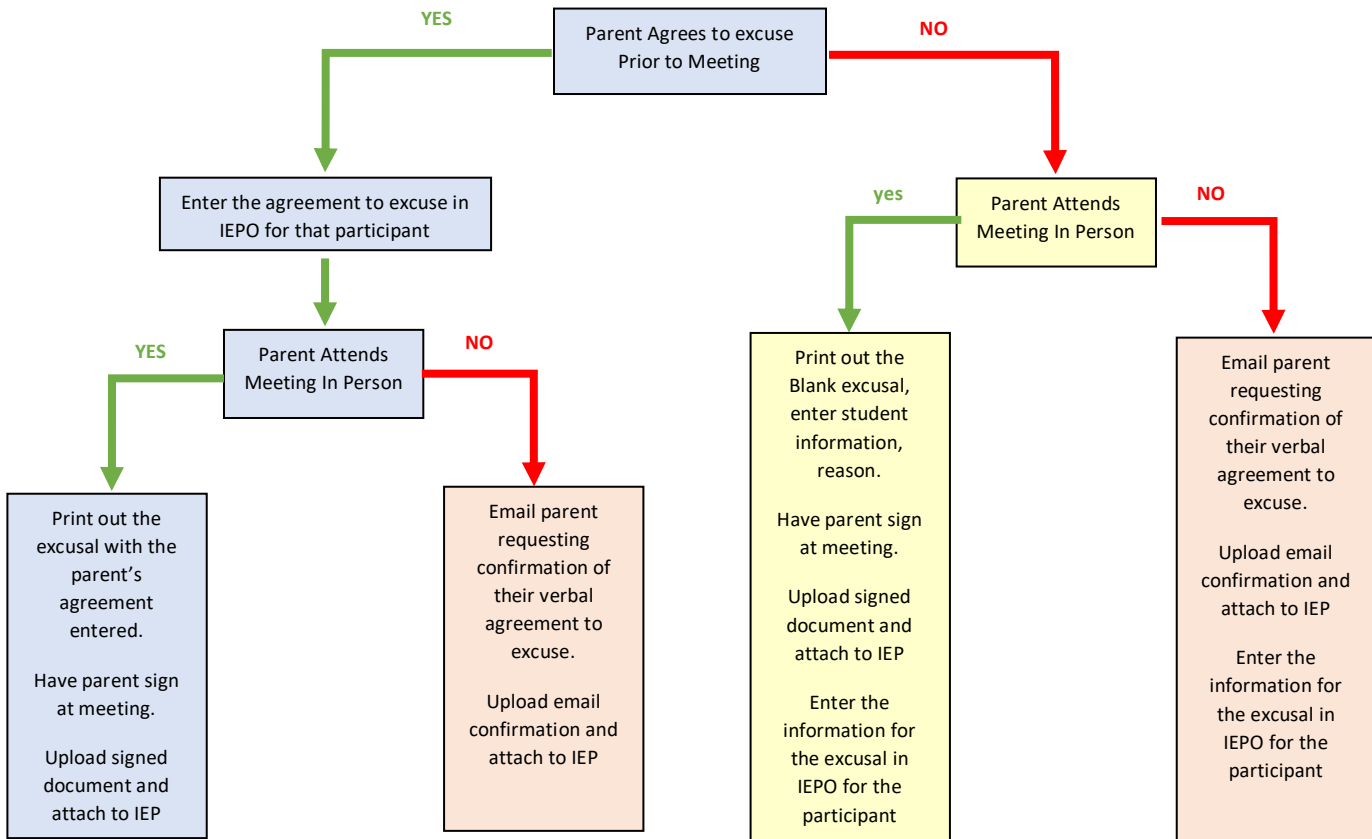


# Excusal Guidance for In Person, Virtual, and Hybrid Meetings

**IEP team members include:** admin/designee, general education teacher, special education teacher, parent, student (if 15+), related service providers. You may never excuse the admin/designee or the special education teacher.



When parent agrees to excuse a team member prior to the meeting date:

1. **NOTIFICATION tab > MEETING PARTICIPANTS > click on the title (in blue) of the participant to be excused** – check EXCUSED, enter the required fields in the Meeting Participant dialog box, and click SAVE. NOTE: IEPO now requires that you enter the reason, date and time of the agreement, and the method of agreement:

2. **If Parent is attending in Person:**
  - a. Print out the excusal prior to the meeting (PRINT > select EXCUSED TEAM MEMBERS > select PREVIEW > save as PDF)
  - b. At the start of the meeting ✓ check either:
    - i. We agree to excuse . . . because the member's area . . . is not being modified
    - ii. We agree to excuse . . . although the member's area is modified . . .
  - c. Ask the parent to sign and date under the corresponding checked area
  - d. Next to Admin/Designee (if the top box – not modified is selected) write in "(District Representative)" (if it already says "District Representative" leave as is), sign your name and date it.
    - i. Date cannot be later than the day of the meeting
  - e. Scan the signature page and attach the pdf to the IEP with the title: EXCUSAL, type: EXCUSAL FORM

3. **If Parent is not attending in Person:**

- a. Email parent **immediately after the meeting** and ask them to confirm that they agreed to excuse the team member
- b. Save parent confirmation email as a PDF titled EMAIL CONFIRMATION OF EXCUSAL (Open email > select PRINT TO PDF)
- c. Attach the pdf to the IEP with the title: EMAIL CONFIRMATION OF EXCUSAL, type: EXCUSAL FORM

- d. **When no email confirmation is received:**
  - i. **No Response:** If the parent does not respond to the request for an email confirmation of their agreement to excuse a team member **within 3 days**, the case manager should email again to follow up on the request. If they do not receive a response from the **second email in 4 days**, the case manager will note in the PWN in the “other” section (last section, at the bottom) that they emailed the parent twice to confirm their verbal agreement to excuse a team member but had not received a reply by the time the IEP was due to be locked.
  - ii. **No Email Account:** If the parent does not communicate via email, the case manager should note in the PWN in the “other” section that the parent gave a verbal agreement to excuse the IEP team member at the start of the IEP meeting and that the team was unable to receive an email confirmation of this as the family does not use email as a form of communication with the school at this time.

When parent does not agree to excuse a team member prior to the start of the meeting

1. If Parent is attending in Person:

- a. Print out a BLANK excusal prior to the meeting (PRINT > select BLANK PRINTS lower left corner > select > EXCUSSED TEAM MEMBERS > select PREVIEW > save as PDF)
- b. **At the start of the meeting**, ask the parent if they agree to excuse the team member
- c. Enter the missing information on the form:

- d.
- e.  check either:
  - i. We agree to excuse . . . because the member’s area . . . is not being modified
  - ii. We agree to excuse . . . although the member’s area is modified . . .

- f. Ask the parent to sign and date under the corresponding checked area
- g. Next to Admin/Designee (if the top box – not modified is selected) write in “(District Representative)” (if it already says “District Representative” leave as is), sign your name and date it.
  - i. Date cannot be later than the day of the meeting
- h. Scan the signature page and attach the pdf to the IEP with the title: EXCUSAL, type: EXCUSAL FORM
- i. Go back into [NOTIFICATION tab > MEETING PARTICIPANTS > click on the title \(in blue\) of the participant to be excused](#) – check EXCUSSED, enter the required fields in the Meeting Participant dialog box, and click SAVE.

Print 7 sheets of paper

Destination

Save to PDF

2. If Parent is not attending in Person:

- a. Email parent **immediately after the meeting** and ask them to confirm that they agreed to excuse the team member
- b. Save parent confirmation email as a PDF titled EMAIL CONFIRMATION OF EXCUSAL (Open email > select PRINT TO PDF)
- c. Attach the pdf to the IEP with the title: EMAIL CONFIRMATION OF EXCUSAL, type: EXCUSAL FORM
- d. Go back into [NOTIFICATION tab > MEETING PARTICIPANTS > click on the title \(in blue\) of the participant to be excused](#) – check EXCUSSED, enter the required fields in the Meeting Participant dialog box, and click SAVE.
- e. **When no email confirmation is received:**
  - i. **No Response:** If the parent does not respond to the request for an email confirmation of their agreement to excuse a team member **within 3 days**, the case manager should email again to follow up on the request. If they do not receive a response from the **second email in 4 days**, the case manager will note in the PWN in the “other” section (last section, at the bottom) that they emailed the parent twice to confirm their verbal agreement to excuse a team member but had not received a reply by the time the IEP was due to be locked.
  - ii. **No Email Account:** If the parent does not communicate via email, the case manager should note in the PWN in the “other” section that the parent gave a verbal agreement to excuse the IEP team member at the start of the IEP meeting and that the team was unable to receive an email confirmation of this as the family does not use email as a form of communication with the school at this time.