

## How to Complete an Excusal Form

**Step 1:** Open the current invitation

Invitation to Participate

[Edit/Finalize Work in Progress Invitation to Participate Dated 7/17/2019](#)

**Step 2:** Scroll down to the Invited IEP Team Member section.

**Step 3:** Click on the member's name that you want to excuse.

### IEP Team Meeting - Invited IEP Team Members

As the parent, you are a member of your child's IEP team, and we, the Local Education Agency (LEA) want you to attend the IEP meeting. Listed below are the other team members we are inviting:

[Add Team Member](#) [Add Team Member from Signature Bank](#)

Name	Title	Reorder	Remove
<input type="checkbox"/> <a href="#">School Principal</a>	LEA Representative	▼	✗
<input type="checkbox"/> <a href="#">Skippy Pan</a>	Father	▲ ▼	✗
<input checked="" type="checkbox"/> <a href="#">P. Smith</a>	Regular Education Teacher	▲ ▼	✗
<input type="checkbox"/> <a href="#">S. Jones</a>	Special Education Teacher	▲ ▼	✗
<input type="checkbox"/> <a href="#">Donna Rodriguez</a>	SPEECH LANGUAGE PATHOLOGIST	▲	✗

[Remove Selected Signatures](#)

**Step 4:** When the box pops up, click on Attendee Excused

### Edit Team Member

Name:

Position:

Attendee Excused:

- This person's content area will NOT be discussed at the meeting.
- This person's content area WILL BE discussed at the meeting, and the member will submit input regarding your child's IEP in writing to you and to the team prior to the meeting.

Attendee's Area of Expertise:

[Save Changes](#) [Cancel](#)

**Step 5:** Pick one of the options listed under Attendee Excused

**Edit Team Member**

Name: P. Smith

Position: Regular Education Teach

Attendee Excused:

This person's content area will NOT be discussed at the meeting.

This person's content area WILL BE discussed at the meeting, and the member will submit input regarding your child's IEP in writing to you and to the team prior to the meeting.

Attendee's Area of Expertise:

Save Changes Cancel

Pick 1 by clicking

**Step 6:** Enter the Attendee's Area of Expertise

**Edit Team Member**

Name: P. Smith

Position: Regular Education Teach

Attendee Excused:

This person's content area will NOT be discussed at the meeting.

This person's content area WILL BE discussed at the meeting, and the member will submit input regarding your child's IEP in writing to you and to the team prior to the meeting.

Attendee's Area of Expertise:

Save Changes Cancel

**Step 7:** Click Save Changes

**Step 8:** Generate an invitation. The excusal form will be after the invitation.

Generate Draft Finalize Save Save and Return Cancel Cancel And Return

**Step 9:** Click save before exiting the page.

**IEP Team Meeting - Invited IEP Team Members**  
 As the parent, you are a member of your child's IEP team, and we, the Local Education Agency (LEA) want you to attend the IEP meeting. Listed below are the other team members we are inviting:

<input type="checkbox"/>	Name	Title	Reorder	Remove
<input type="checkbox"/>	<a href="#">Debra Yanuzzi</a>	Special Education Director	▼	✗
<input type="checkbox"/>	<a href="#">School Principal</a>	LEA Representative	▲ ▼	✗
<input type="checkbox"/>	<a href="#">Skippy Pan</a>	Father	▲ ▼	✗
<input type="checkbox"/>	<a href="#">P. Smith</a>	Regular Education Teacher	▲	✗

Previous Letters:  
 No previous letters available

This section is used to document the names of the IEP team members who were excused from the IEP team meeting and submitted information to the IEP team in writing before the meeting.

**IEP TEAM/SIGNATURES**

<input type="checkbox"/>	Name	Title	Reorder
<input type="checkbox"/>	<a href="#">Skippy Pan</a>	Father	▼
<input type="checkbox"/>	<a href="#">School Principal</a>	LEA Representative	▲ ▼
<input type="checkbox"/>	<a href="#">P. Smith</a>	Regular Education Teacher	▲ ▼
<input type="checkbox"/>	<a href="#">S. Jones</a>	Special Education Teacher	▲ ▼
<input type="checkbox"/>	<a href="#">Donna Rodriguez</a>	SPEECH LANGUAGE PATHOLOGIST	▲

\* The IEP team must invite the student if transition services are being planned or if the parents choose to have the student participate.  
 \*\* If the student is, or may be, participating in the regular education environment  
 \*\*\* As determined by the LEA as needed for transition services  
 \*\*\*\* A teacher of the gifted is required when writing an IEP for a student with a disability who also is gifted. One individual listed above must be able to interpret the instructional implications of any evaluation results.

**Written input received from the following members:**

P. Smith (Regular Education Teacher) ←