

**EXCUSED ABSENCE FROM TEAM MEETING by INDIVIDUAL MEMBER
TSES 04.02.09**

COMPLIANCE

The record contains documentation of a written agreement between the district and parent(s) to excuse a team member

The record contains documentation an absent member submitted written input to the parent(s) and the IEP team prior to the IEP team meeting when that member's area of expertise was to be discussed or modified during the meeting

NON-COMPLIANCE

The record does NOT contain documentation of a written agreement between the district and parent(s) to excuse a team member

The record does NOT contain documentation an absent member submitted written input to the parent(s) and the IEP team prior to the IEP team meeting when that member's area of expertise was to be discussed or modified during the meeting

For correction:

For student whose file was cited, submit documentation of compliance with team member procedures developed during the annual IEP development meeting. If no members were absent from the team meeting, submit documentation indicating that all required members were present