

**TEAM MEMBERS**  
**TSES 04.01.03**

**COMPLIANCE**

ALL required team members were present

Parent(s) of the Student  
General Education Teacher  
Teacher licensed in the student's disability  
The student (if transition is discussed)  
A representative from the district  
    typically an administrator, but can designate a team member

**NON-COMPLIANCE**

Required team member(s) were NOT present

Parent(s) of the Student  
General Education Teacher  
Teacher licensed in the student's disability  
The student (if transition is discussed)  
A representative from the district  
    typically an administrator, but can designate a team member

**For Correction:**

**For the student whose file was cited, submit documentation indicating ALL required members were present at an IEP team planning meeting. This can be done by having ALL required members sign in at the meeting. After their signature, indicate their title/role on the team (i.e. district rep).**