

Your Name
Street Address
City, State, Zip Code
Telephone number
E-mail Address

Date

Administrator's Name
Title
School Name
School Address
City, State, Zip Code

Re: Excusal of team member's name for your child's name IEP meeting on date

Dear Mr./Ms. Administrator's Last Name,

I look forward to our meeting to formulate the Individualized Education Program for your child's name.

I am aware that IDEA allows for certain IEP team members to be excused from attending this meeting upon my written agreement. While I understand that bringing together the full IEP team can be difficult, I consider the attendance of all required IEP team members critical to the development of an appropriate IEP for my child. Therefore, I will not excuse any member from attending.

Thank you very much for your continuing assistance. I look forward to working with you and your staff.

Sincerely,

Your name, relation to child