

**Special Services Cooperative  
of Wamego**

**USD #323 Rock Creek**

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**Mike Bilderback, Director**

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July 20, 2009

Re: Do Related Service Personnel Need to Be Present for ALL IEP Meetings or NOT?

Dear Colleague,

The above question was raised at our last regional meeting in July, along with the question of, "If they are NOT present do you have to have the parent sign an excusal form?"

Today, I spoke with Donna Whiteman, at KASB, about this. She indicated that if there is:

- No material or substantial change in service/placement (just changing/up-dating the goal and benchmarks only and not changing the minutes of service or the # of days of service) that the related service person does not have to be present UNLESS the parent has expressed concern in advance to the meeting or the parent has some other related "issue" that they want to discuss at the meeting. If none of these conditions are in place then the related service person can make themselves available by phone for the IEP meeting.
- Advisable preparatory items to be done in advance to such IEP meetings include:
  1. have the new draft IEP to the parent in advance to the actual meeting date with enough time for the parent to have previewed it,
  2. have the progress notes also done and attached to the IEP for parental preview
  3. check email and phone messages from parents to respond accordingly to any inquiry made prior to the meeting.
- NO EXCUSAL FORM NEEDED UNDER THESE CIRCUMSTANCES