

Agreement to Excuse Attendance at IEP Meeting Changes

(effective 05/09/2025)

Teams will no longer be able to indicate that agency IEP meeting participants require excusal when scheduling a meeting. On or after **5/9/25**, the agreement for excusal process will be handled through **Meeting Roll Call**.

Initiating Request for Excusal

- Open Meeting Roll Call, then:
 - Update the **Meeting Attendance** drop-down menu to *Excusal Agreement Required* for meeting participant(s) requiring excusal.
 - Select the check box under the **Agency Rep** column to identify at least one agency representative.
 - After both steps have been completed, a new *Create Agreement Excusal* button will become available. This generates an *Agreement to Excuse Attendance at IEP Meeting* on the **Documentation** stepper under **Family Consents** and makes the agreement available for families to review and sign in the ACHIEVE Family Portal.

Requested Participants:

<div>Agency Rep</div>	Name	Role	Agency	Meeting Attendance
	Father	Family	NA	<div>In-Person Attendance</div>
	Learner	Family	NA	<div>In-Person Attendance</div>
<input type="checkbox"/>	Teacher 1	Special Education Teacher	NA	<div>In-Person Attendance</div>
<input type="checkbox"/>	Teacher2	Special Education Teacher	NA	<div>Excusal Agreement Required</div>
	Mother	Family	NA	<div>In-Person Attendance</div>
<input checked="" type="checkbox"/>	Teacher3	Special Education Teacher	NA	<div>In-Person Attendance</div>
<input type="checkbox"/>	School Psych	School Psychologist	AEA	<div>In-Person Attendance</div>
<div>Name*</div>		<div>Role*</div>	<div>Agency*</div>	

Save New Participant

Cancel

Create Excusal Agreement

Reschedule Event

Search / Add New Participant

Save and Close

Complete

- After the *Agreement to Excuse Attendance at IEP Meeting* has been generated in ACHIEVE, the **Meeting Status** of the participant requiring excusal will change to *Excusal Agreement Pending* and will display a new icon (see below).
 - [Do not select the blue icon](#) to the right of the *Excusal Agreement Pending* status unless that participant is now able to attend.
 - Selecting this button inactivates pending *Agreements to Excuse IEP Meeting Attendance* on behalf of the requested meeting participant(s). It also changes the **Meeting Status** for such participant(s) to *Previously Excused, Now Attending*. (See [below](#) for additional information about this button.)
- Instead, select the *Save and Close* button to close the meeting roll call and review the *Agreement to Excuse Attendance at IEP Meeting* in the **Documentation** stepper under **Family Consents**.

Learner Dashboard

Family Contact

Documentation

IEP

Evaluation

Postsecondary Summary

Special Education

The *Procedural Safeguards Manual for Parents* was last reviewed and provided to the parent(s) on 12/2/2024. The parent(s) accepted the printed copy.

Family Consent

Add New

Click on the consent to view/sign.

	Consent Type	Notes	Status	Date
⋮	Agreement to Excuse Attendance at IEP Meeting		Pending	5/13/2025

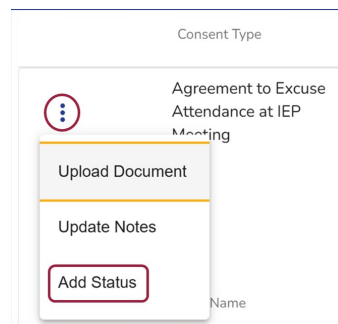
Signatures

View Add Signatures

Actions	First Name	Last Name	Signature Status
⋮	Parent	Learner	Pending
✍ Sign	Agency	Representative	Pending

Obtaining Consent

- *Agreements to Excuse Attendance at IEP Meetings* must be signed by both an approved IDEA Parent and an Agency Representative.
 - **Options for obtaining IDEA Parent Consent:**
 - IDEA Parents who have opted for interactive access in the ACHIEVE Family Portal may choose to review and sign this agreement electronically via their account.
 - The IEP facilitator can request an electronic signature from IDEA Parents via ACHIEVE prior to the start of the meeting.
 - A printed copy of the agreement may be provided to IDEA Parents for review and signature prior to the start of the meeting.
 - *NOTE: If this option is used for obtaining parental consent, we recommend that the Agency Representative also sign the printed copy of the agreement. Once signed by both parties, the consent status must be manually changed to Approved. A copy of the signed consent should also be uploaded into ACHIEVE. Both steps are completed using the Quick Start icon to the left of the Agreement to Excuse Attendance at IEP Meeting.*



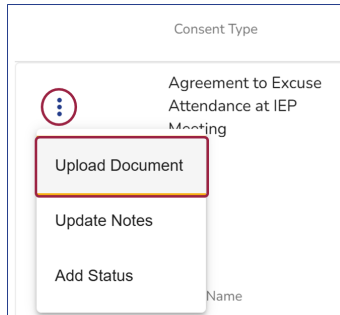
- **Options for obtaining Agency Representative Consent:**
 - Agency Representatives may review and sign this agreement electronically via ACHIEVE prior to the start of the meeting.
 - A printed copy of the agreement may be provided to Agency Representatives for review and signature prior to the start of the meeting (see [NOTE](#) above).

Finalizing Meeting Roll Call

- Return to the Meeting Roll Call once the *Agreement to Excuse Attendance at IEP Meeting* is electronically signed by all parties or the agreement status is manually updated to Approved.
 - The **Meeting Attendance** status for participants requiring excusal automatically updates to *Excused (Agreement Received)*.
 - Meeting Roll Call cannot be finalized until the *Agreement to Excuse Attendance at IEP Meeting* is approved.
 - If the consent is declined by the IDEA Parent or Agency Representative, return to the Meeting Roll Call to reschedule the meeting.
 - Select the *Complete* button to finalize the meeting roll call.

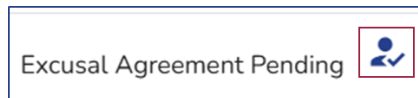
Frequently Asked Questions

- I manually updated the agreement status to “Approved” before obtaining consent from the IDEA Parent and/or Agency Representative. How should I proceed?
 - In the **Documentation** stepper, expand the **Family Consent** card to find the *Agreement to Excuse Attendance at IEP Meeting*.
 - Select the **View** button and print a copy of the agreement.
 - Obtain a wet signature from IDEA Parent and/or Agency Representative as needed.
 - Select the Quick Start icon to the left of the *Agreement to Excuse Attendance at IEP Meeting*.
 - Upload the signed copy of the agreement to document approved consent.

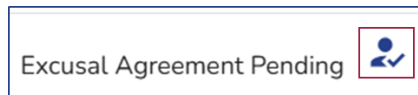


- I already created the *Agreement to Excuse Attendance at IEP Meeting*, but another participant now requires excusal. How should I proceed?
 - Determine whether the *Agreement to Excuse Attendance at IEP Meeting* is in *Approved* (i.e., signed by both the IDEA Parent and Agency Representative) or *Pending* status.
 - If the agreement is in *Approved* status (i.e., signed by both parties) and another participant is now requiring excusal:
 - Return to Meeting Roll Call.
 - Update the **Meeting Status** for the new participant requesting excusal.
 - Select the **Create Excusal Agreement** button to generate a second consent for the new participant requesting excusal.
 - Repeat the process of [obtaining consent](#) from all required parties as described above.
 - If the agreement is still in *Pending* status (i.e., not signed by both parties) and another participant is now requiring excusal:
 - Return to Meeting Roll Call.
 - Update the **Meeting Status** for the new participant requesting excusal.
 - Select the **Create Excusal Agreement** to generate a second consent for the new participant requesting excusal. This also updates the previously created consent in *Pending* status to *Inactive*.
 - [Obtain consent](#) from all required parties as described above on behalf of all participants requesting excusal on the newly created *Agreement to Excuse Attendance at IEP Meeting*.

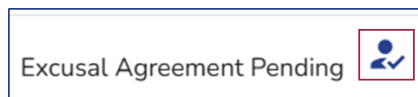
- I already created the *Agreement to Excuse Attendance at IEP Meeting*, but the *Agency Representative has now changed*. How should I proceed?
 - Determine whether the *Agreement to Excuse Attendance at IEP Meeting* is in *Approved* (i.e., signed by both the IDEA Parent and Agency Representative) or *Pending* status.
 - If the agreement is in **Approved status** (i.e., signed by both parties) and the **Agency Representative has now changed**:
 - Return to the Meeting Roll Call.
 - Identify the new **Agency Representative** by selecting the check box to the left of their name.
 - If the original Agency Representative still plans to attend the meeting, no further action is needed. Consent is only required from one of the identified Agency Representatives.
 - Select the *Complete* button to finalize the meeting roll call.
 - If the original Agency Representative can no longer attend the meeting, refer to instructions above for [initiating meeting excusal](#).
 - If the agreement is still in **Pending status** (i.e., not signed by both parties) and the **Agency Representative has now changed**:
 - Return to the Meeting Roll Call.
 - Identify the new **Agency Representative** by selecting the check box to the left of their name.
 - Open the **Documentation** stepper and expand the **Family Consent** card to find and expand the *Agreement to Excuse Attendance at IEP Meeting* card.
 - Select the *Add Signatures* button. This will display a pop-up modal.
 - Select *New Signatory* and add the First and Last Name of the new Agency Representative.
 - Select the *Save* button.
 - [Obtain consent](#) from all required parties as described above.
- I already created the *Agreement to Excuse Attendance at IEP Meeting*, but the participant(s) can now attend. How should I proceed?
 - Determine whether the *Agreement to Excuse Attendance at IEP Meeting* is in *Approved* (i.e., signed by both the IDEA Parent and Agency Representative) or *Pending* status.
 - If the agreement is in **Approved status** (i.e., signed by both parties) and the **only participant requesting excusal is now able to attend**:
 - Return to the Meeting Roll Call.
 - Update the **Meeting Status** for the participant previously requesting excusal by selecting the blue to the right of the *Excusal Agreement Pending* status as shown below. Selecting this icon updates the participant's **Meeting Status** to *Previously Excused, Now Attending* and updates the previously created consent in *Approved* status to *Inactive*.



- Select the [Complete](#) button to finalize the meeting roll call.
 - If the agreement is still in **Pending status** (i.e., not signed by both parties) and the only participant requesting excusal is now able to attend:
 - Return to the Meeting Roll Call.
 - Update the **Meeting Status** for the participant previously requesting excusal by selecting the blue icon to the right of the *Excusal Agreement Pending* status as shown below. Selecting this icon updates the participant's **Meeting Status** to *Previously Excused, Now Attending* and updates the previously created consent in *Pending* status to *Inactive*.



- Select the [Complete](#) button to finalize the meeting roll call.
- If the agreement is still in **Pending status** (i.e., not signed by both parties) and more than one participant originally requested excusal, but a participant(s) who previously requested excusal can attend:
 - Return to the Meeting Roll Call.
 - Update the **Meeting Status** for participant(s) previously requesting excusal that can now attend by selecting the blue icon to the right of the *Excusal Agreement Pending* status as shown below. Selecting this icon updates the participant's **Meeting Status** to *Previously Excused, Now Attending*.



- If all participants previously requesting excusal can now attend, select the [Complete](#) button to finalize the meeting roll call. This updates the previously created consent in *Pending* status to *Inactive*.
- If at least one participant still requires excusal, select the [Save and Close](#) button. This ensures the previously created consent in *Pending* status updates to *Inactive*.
 - Reopen the Meeting Roll Call and select the [Create Excusal Agreement](#) button to generate a new *Agreement to Excuse IEP Meeting Attendance* on behalf of the remaining participant(s) requiring excusal.
 - Select the [Save and Close](#) button.
 - [Obtain consent](#) from all required parties as described above.