

## Required IEP Team Members

Team Member	Attendance
<b>Parent(s)</b>	<p>Parent(s) must be either present at the IEP meeting or afforded the opportunity to participate, which means <b><i>being invited early enough</i></b> to ensure they have the opportunity to attend and scheduling meetings at a mutually agreed upon time and place (IDEA § 300.322(a)).</p> <p>IEP teams should document reasonable contacts with parents about the IEP meeting. Meetings may be conducted without the parent present if the district is unable to convince the parent to attend after documenting reasonable contacts (IDEA § 300.322)(d) and the parent declines other methods of participation such as via phone call (IDEA § 300.322©), or meeting virtually.</p>
<b>Student</b>	<p>Before postsecondary transition planning begins, students are invited when it is appropriate for them to participate in the IEP meeting. Invitation is required starting with the first IEP to be in effect when they turn 16 or whenever postsecondary transition will be discussed.</p>
<b>General Education Teacher</b>	<p>“Not less than one” General Education Teacher is <b>required</b> to attend the IEP meeting. The General Education Teacher should actually teach the student (or would teach the student) if the child is (or may be) participating in the general education environment</p>
<b>Special Education Teacher or Provider</b>	<p>“Not less than one” Special Education Teacher or Provider must attend the entire meeting.</p>
<b>Special Education Designee</b>	<p>The SPED Designee must attend the entire meeting. The SPED Designee is qualified to provide or supervise the provision of specially designed instruction, is knowledgeable about the general education curriculum, the availability of district resources, and can commit the resources needed to implement the IEP.</p>
<b>MET Representative</b>	<p>The MET Representative must attend the entire meeting. The MET Representative interprets the instructional implications of evaluation results for the IEP team. <u>For Initial IEPs</u>, the MET Rep must have also been a member of the MET (Evaluation) Team.</p>
<b>Related Service Provider</b>	<p>The Related Service Provider is required to attend the IEP meeting if their area is to be discussed.</p>

<b>Public Agency or Outside Agency Representative</b>	The Public Agency Representative must be invited to the IEP meeting if their area is to be discussed (such as transition activities or services the agency is providing or paying for as part of a postsecondary transition plan). Parent consent must be obtained to invite outside agencies that are likely to pay for or provide postsecondary transition services.
<b>Resident District Representative</b>	The Resident District Representative should be invited to all IEP meetings
<b>Other</b>	Other individuals may be invited to attend the IEP meeting by the parents or district when appropriate. District should receive parent consent to invite other individuals.