



TRACY

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To: All TUSD Special Education Teachers and Related Service Providers

From: Jason Davis, Director of Special Education

CC: TUSD School Site and Special Education Administrators, TUSD Directors

Date: September 5, 2025

Re: Required IEP Team Members and IEP Scheduling

Comments: This memo is intended to clarify the required members of an IEP team and other IEP scheduling requirements.

Background: According to 34 C.F.R.300.321, the "Public Agency must ensure that the IEP team for each child with a disability includes...": the parent(s), at least one regular education teacher of the child (if the child is, or may be participating in the regular education environment), at least one special education teacher or special education provider, an administrator, an individual who can interpret the instructional implications of the evaluation results (may be another required team member), other individuals who have knowledge of special expertise regarding the child (at the discretion of the parent or LEA), and whenever appropriate, the child with a disability.

Regarding IEP meetings, Article VII H (2) (b) of the TEA Master Agreement describes that "IEPs, SSTs, and 504 meetings shall normally be scheduled within regular contract hours. The casemanager or chairperson shall provide written notification at least five (5) days in advance (unless legal parameters require otherwise)." Additionally, "If the meeting is to exceed one (1) hour past the contract day, the unit member will be asked if they are willing to stay or wish to have the meeting rescheduled. If the unit member cannot stay, then the unit member will either be excused or the meeting will be rescheduled."

Action Item: When scheduling IEP team Meetings, case managers should invite the required members of the IEP team to the meeting, including at least one regular education teacher of the child. Also, IEPs shall be scheduled in accordance with TEA MA Article VII H (2)(b). Additionally, parents should be provided with a Notice of Meeting, sufficiently in advance of the meeting, that includes the list of parties invited to attend.

Should you have any questions please contact you Special Education Program Specialist or TUSD Special Education Department at (209) 830-3270. Thank you for your prompt attention to this matter.