

Agreement to Waive the 5-Day Notice of a Planning and Placement Team (PPT) Meeting

This form is used when the parents/guardians and the school district are in agreement to hold a Planning and Placement Team (PPT) meeting sooner than the standard 5-day notice period, or when a district invited person is added to a meeting with less than 5 days' notice. Under the State Department of Education's model Policies and Procedures Manual in Special Education (April 2026) and the Region 15 Public Schools Policies and Procedures in Special Education Manual, a parent or guardian's signature is required before this notice can be waived.

***What this means:** The District normally must give parents at least 5 days' notice before a PPT meeting, and at least 5 days' notice when adding a new participant to an already-scheduled meeting. When there isn't enough time to provide that notice, the District must issue a new meeting notice and ask the parent to sign this waiver, agreeing either to hold the meeting without the full 5-day notice, or to add the new participant without the full 5-day notice. This waiver does not limit who a parent may bring to a PPT meeting — parents may invite anyone they choose to attend, without needing to notify the District in advance.*

- ☐ I consent to waiving the five-day notice of a Planning and Placement Team meeting.
- ☐ I do not consent to waiving the five-day notice of a Planning and Placement Team meeting.

Parent/Guardian Signature

Date