**DRAFT ARD PROCEDURE**

* Purpose: provide a temporary working copy (**draft**) of the ARD document.
* Uses: **INITIAL**, **ANNUAL** and **30-DAY PLACEMENT ARDs**.
* A Draft is **NOT** for Review ARDs, Revision ARDs, Dismissal ARDs, IEP Amendments, Notices, or FIEs.
* Timeline creation is 2-3 weeks prior to ARD meeting.
* If need for MDR, Draft must be deleted.
* Difference: **Active** (official record); *Draft* (temporary working copy).
* Draft Location: **Other s**ection of the ARD application.
* When a Draft exists, all new data must be entered into the Draft, except for *Progress Reports* which go into the Active record.
* Creating a **DRAFT** Record
1. From ARD forms select the student as usual. Scroll down to **Other** and click **Process Draft Record**.

When a **Draft** is created, all information from the student’s current Active record is duplicated **EXCEPT** checked items in the **Process Draft Record** screen. Screens in other applications, such as Notices, eFIE and REED, are “cloned” 100%.



1. Click **Create Draft**
2. Click **OK**. The **Select Student** screen appears. **Note**: students appear with the same name – one is **Active**, the other is **Draft**.





There are now two records: **Active** (current official record) and **Draft** (temporary working copy to begin preparation for upcoming initial/annual/30-day permanent placement ARD meeting. **NOTE**: Next to the student’s name – top of the screen will say either Draft of **Active** as a reminder of which record is open.

Before the annual ARD, Progress Reports for IEP goals/objectives should be updated in the **Active** record and **archived**. **THIS IS A MUST!!** **IT MUST BE COMPLETED BEFORE CONVERTING THE DRAFT RECORD TO ACTIVE**.

* **Converting the Draft record to Active Record**

Once the ARD meeting is concluded, all documentation is complete and PEIMS date checked and validated, the **DRAFT** record is to be converted to the new **ACTIVE** by following the steps listed below. Following the conversion, the *FORMER ACTIVE* record is moved “behind the scenes” to the Deleted Student bin and labeled LAST.

**IT IS IMPERATIE THAT IEP PROGRESS REPORTS ARE UPDATED AND ARCHIVED PRIOR TO THE FOLLOWING STEPTS!!!**

1. While in the **Draft record**, go to the screen titled **Process** **Draft** **Record**. This screen is located towards the end of the screen list.
2. Click **Make Draft Active for <Name of Student>**



1. One of two pop-up messages will appear:

3a. “The record will become **Active** and all others will be deleted, continue? Click **OK**. Now, only the **Active** record is visible. NOTE: “All other” records are not actually deleted, they just go behind the scenes to the deleted student bin and re-named the LAST record.

3b. If the **Draft** record contains fatal PEIMS errors, it cannot be made **Active**. Click **OK**, fix PEIMS data areas and return to activate the record.



**REMEMBER\***

1. **Draft record should not be created too far in advance**. This could create an issue if an immediate ARD is needed (i.e., MDR).
2. **Follow rules for which record to enter data** to eliminate data “loss” and so that all data is available when the record is converted to **Active**.
3. **Do not leave a record in Draft too long after the ARD meeting**. Typically, administrative reports are pulled from the **Active** record (PEIMS, STAAR testing lists, FIE, or ARD date lists, etc.), since it is the “official: record. Records left in Draft form after the ARD meeting could contain official data that are unavailable for administrative reports.
4. The **FINAL** **UPDATE** of progress is the only exception since it is completed in the **ACTIVE** record even when a draft exists. Typically, goals and objectives are not copied into the Draft record and would not be available within the Draft record for updating progress.

\*eSTAR, 06/20/16