**eSPED ARD Updates:**

**DRAFT**

 See the separate handout regarding DRAFTs

**Folders**

For the 2017-2018 school year, when archiving, be sure to put documents into the correct folder(s). If you archive in the incorrect folder click edit, choose correct folder and save. (Remember this is 2017-2018)

FIE and REED go into Assessment Folder

IEP Progress goes into the 2017 – 2018 IEP Progress Folder (do not archive Measurable Goals here)

Notice of ARD and Computer Data Sheet with the type of ARD that is being held (Annual, Revision, etc)

Parent Contact Log put in 2017-2018 Parent Contact folder

Please note that when you archive an item esped usually puts it between the 13-14 and 14-15 year. When checking and you do not see, scroll down until you find and it you click edit and save it will move the folder up.

**Phone Contact:**

All phone contacts from 2016 – 2017 should be archived and deleted **before** you create new ones for the 2017 – 2018 school year.

Regularly archive and delete Phone Contacts once contact regarding that topic is complete.

IEP Amendment – Archive after contact with parent and an agreement has been reached (this must be done prior to completing the IEP Amendment)

**Archive:**

If you have to make corrections to something you have already archived, make the corrections, archive again, and let Judy Highfield know which one to delete.

Make sure what you archive and what you turn into Judy Highfield are the SAME. We need our state files to be accurate. **ARCHIVE !! ARCHIVE !! ARCHIVE !!**