**eSPED ARD Updates:**

**Notice of ARD: (Assessment does Initials only / Teachers do ALL other ARD notices)**

In esped under application, click on Notices under Document, then on the left under Screen scroll to the bottom and click Invitation to ARD Meeting

Page 1

Date Sent/Mailed – 3 places. If you need to send out a Notice a 2nd or 3rd time, you must put the date in the appropriate box. First box is original date, 2nd box is second notification, 3rd box is last notification (this should match the dates on page 3).

Enter – date (this is day ARD is to be held), time, room, place

Purpose of meeting – check all that are appropriate

Check all persons attending

Save

Page 1a

 Check boxes that are applicable

 Save

Page 2

 Add name and date for person receiving Procedural Safeguards

 For questions, contact… Put name of person to contact with their name, phone #, and email

 Understandable Language – complete this section if applicable

 Please return this form to: complete all information

 Date for meeting and time will automatically populate

 Save

Page 3

Include 3 choices for the date/time of the ARD Meeting (complete if you are mailing the Invitation and not calling)

Record of contact attempts:

Select Staff Person and Position from the dropdown

**ALWAYS CHECK –** Include Record of contact attempts on Invitation of ARD meeting report

Delete dates from previous ARDs.

Date(s) should match the date(s) on page 1 (2nd and 3rd attempts should be in 2 and 3). Method is how you contacted (check as many boxes as needed). Results/Outcome (use dropdown or click NEW and type what you would like to say).

Documentation/Comments: This is where you should put that you called, emailed, etc. more than once on any given day. Example: I attempted to contact parent by phone several times, left message, etc.

**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)

**Emails from Parents:**

Please include a copy of the email when sending IEP amendments to Judy. If you are referring to something a parent agreed to on the Parent Contact form, please include it for documentation.

**Computer Data Sheet:**

Archive the Computer Data Sheet separately and put in the folder with the type of ARD to which it applies. Attach to the **FRONT** of the ARD before sending to Judy Highfield.

**IEP Updates:**

The flowchart with dates is already on the Weebly and posted on Staff Portal under Special Services Documents. (DPISD IEP Update Chart)

Reminders: last date of grading period is what you put for the update date and remove old progress notes, but make sure it has been ARCHIVED first!!

**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 !!**