Checklist for ARD Meetings

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ARD date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before the ARD

* Complete reevaluation packet and turn into LSSP/Diagnostician by due date if re- eval is due
* confirm ARD meeting with parent
* send 2 copies of ARD notice to parents (2 weeks prior – 1 to sign and return and 1 to keep for their records) (ARCHIVE every time you make a change to the ARD notice)
* ARD notice received on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* send Procedural Safeguards home with ARD notice (ONLY ON ANNUAL ARDS)
* send Calendar notification with ARD notice to all personnel who need to attend ARD (including general education teacher and any related services)
* update ARD notice with the attempts to contact/remind the parent (ARCHIVE)
* place signed ARD notice in LSSP/Diagnostician box OR bring to the ARD meeting
* Distribute section II to the general education teachers
* Collected section II from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* update Brigance and/or collect progress monitoring & assessment data
* complete Brigance online (<https://www.curriculumassociates.com/products/brigance/brigance-free-tools>)
* update IEP in Frontline for annual ARD (Archive) and delete progress for old objectives
* Open DRAFT form for Annual ARD meetings only
* PLAAFP (USE GOALBOOK)
* Create new IEP in Frontline—consult with therapists, speech, VI, AI, OT, PT, etc. to create goals and objectives.
* personal care supplement if child is receiving services (Medicaid)
* for AU students: prioritize behavior objectives on proposed IEP; complete AU Supplement; include copy of student’s schedule prior to ARD
* Transition for student turning 13 before next ARD: transition assessment with the student and invite student to the ARD
* Complete ESY Supplement if student will attend ESY
* send draft IEP goals and reminder of ARD to parent 5 days prior
* send reminder email to staff & parent and/or call the parent 1-2 days prior

# **Things to Take to the ARD**

* black pen
* 3 copies of the current, updated IEP—diag/LSSP, parent, and you to keep (If half the grading period has passed, at the next reporting period, this IEP will be sent home, so keep a copy. If not, the new IEP will be sent home.)
* PLAAFP
* Section II forms
* Copy of student report card
* Progress Monitoring data: Star, AIMS web, Think Through Math, My Path, e-star, Read Naturally, Lexia, etc.
* Benchmark/CBA information
* STAAR alt/TELPAS alt participation requirement documents if appropriate
* Updated/proposed BIP (2 copies: case manager & parent)
* Proposed Accommodations/Modifications (2 copies: case manager & parent)
* Recommendations for services: resource, IS, CT, etc.
* Brigance and Profile and any additional data
* Proposed IEP goals and objectives (2 copies: case manager & parent)
* Transition documents for student turning 13: refer to transition flip guide
* LPAC report (if appropriate)
* Transportation form –only if qualify and new service or changes recommended (ARCHIVE)

# **After the ARD**

* Make all necessary updates or changes discussed in the ARD prior to the end of the following school day.
* Email or provide Department Chair with any testing and services changes
* Give Gen Ed and support staff updated information, BIP, AU supplement, accommodations/modifications, IEP goals, STAAR/EOC, etc. (upload into skyward Portfolio)
* Give teachers the Confidential Documents Acknowledgment to sign confirming changes

Personnel Invited to ARD: