**ARD PREPARATION FLOWCHART**

**For ANNUAL ARD and 30-Day ARD**

**RULE 1**: A Draft Record is created to use for ARD preparation for Annual ARD or [30-Day Placement ONLY. **This is for eSped Using Districts]**. Timeframe should be 2 – 3 weeks prior to the Annual ARD. ARD Prep for this ARD cannot occur until the **DRAFT** is created.

**RULE 2**: Two records exist on Student Select screen: **Active** and **Draft**.

Only enter the **Active** record for *Progress Reports*\*\* - Everything else is done the **Draft** record.

**DRAFT**

**(Working Copy)**

**ACTIVE**

(**Official**)

NOTICES

In the Notices application, any ARD Invitation is completed.

**Progress Reports**

Enter progress report data

For the last reporting period on appropriate screens and create a Progress Report for parents and send home.

Archive according to district procedure.

**ALL ARD PREPARATION**

In ARD Forms application, all Users prepare for ARD (Diag, LSSP, SpEd Teacher, Service Provider, SLP, etc.), including PLAAFPs, Goals, Accommodations, State Assessment, LRE, Schedule, etc.

**Any FIE**

Start an FIE or complete FIE that was started in the Active record, since it all copied to the Draft

After ARD Meeting, **DRAFT** is converted to the new **ACTIVE**. Now only one record for the student – the new Active –exists on the **Student Select** Screen.

**NOTE**: Until the DRAFT is made ACTIVE, progress on newly adopted goals cannot be recorded.