**Notice of ARD**

* Page 1 – When creating notice there are 3 dates at the top of page 1
  + 1st date is when you send notice for the first time
  + 2nd date is when you send notice for the second time
  + 3rd date is when you send notice for the third time
* Page 2, 2a, 3 & 4 are self-explanatory
* Page 5 – at the bottom of the page the box “Include Record of Contact Attempts” should always be checked. Beside the date you can check as many boxes as need and type what you want in “Results/Outcome”.
* The **ENTIRE** signed Notice **must** be sent with the ARD (this is for the state Audit Folder)

**Folders**

For 17-2018, when archiving be sure to put into the correct folders the appropriate documents:

* FIE and REED into 2017-2018 Assessment Folder
* IEP Progress goes in the 2017-2018 IEP) Progress Folder
* Notice of ARD goes into the type of ARD that is being held

**Phone Contact**

* All phone contact need to be Archived into 16-17 Phone Contact folder prior to completing phone contacts for 17-18
* Regularly Archive Phone Contacts once contact has been made regarding that topic for the phone contact

Examples:

* + Annual ARD – Schedule and Archive
  + IEP Amendment – Archive after contact with parent is made and an agreement has been reached (this must be done prior to completing the IEP Amendment)

**Computer Data Sheet**

The computer data sheet must be Archived in whatever folder that ARD was held for.

Example:

* Revision ARD – Archive computer data sheet into Revision ARD folder 2017-2018
* Annual ARD – Archive computer data sheet into Annual ARD folder 2017-2018

**Draft to…… Accepted By Committee**

We are having issues with people not changing the IEP goals from DRAFT to Accepted by Committee. Please be sure that this is happening so that changes are not made to draft that are not represented in the copy sent to parents and filed in our audit files.