

Notice of ARD

Page 1

- Date Sent/Mailed – 3 places. If you need to send out a Notice a 2nd or 3rd time you must put the new date in the appropriate box. First box is original date, 2nd box is second notification, 3rd box is last notification.
- Enter: date (this is day ARD is to be held), time, room, place.
- Purpose of meeting and Reasons Actions Proposed – check all that are appropriate
- The following persons have been asked to attend the meeting: check all that are appropriate
- Save

Page 1a

- Only if it applies
- Save

Page 2

- Add Parent name and date for person receiving Procedural Safeguards
- Notice of Understandable Language – complete this section if applicable
- Please return this form to: complete all information
- Check the appropriate statements below – enter ARD date and time **only**
- Save

Page 3

- Include the following on the Invitation of ARD Meeting report – only if appropriate
- Bottom of screen: Record of contact attempts:
- **Always check – Include Record of contact attempts on Notice of ARD meeting report**
- If the date is the same and you are mailing and sending with student – check both boxes in the same line and use dropdown and select new and type (example: Notice mailed and sent with student).
- Documentation/Comments: when needed
- The 2nd time you send out a notice should be a different date.
- Save

EVERYTIME you create a notice – ARCHIVE IT – in the correct folder

When sending the Notice with the ARD, please include **ALL** pages of the Notice, not just the signed page.