5 Pages to track I.E.P. OR A.R.D. Meetings

ARD meeting Documents

Prepare student led ARD presentation. Date completed: ______ (If applicable)

Required Paperwork	Method of dolivery	Sent to: 1=English 2=Spanish	Date(s) sent	Deadline:	Date returned:
Notice #1*	[]	1 2			
Notice #2"	[]	1 2			
Notice #3*	[]	1 2			
Procedural Sateguards	(1)	1 2			
Proc. Safeguard receipt	(1)	1 2			***********
Parent Transition Survey	[]	1 2			
St. Transition survey	[]	1 2			
ARD Drieft (before retg)	[]	1 2			
Reminder / Thank you	1 1/1 1	1 2			***********
	[]	1 2			
	[]	1 2			

*(FF)=Face to Face [E]=Email (O)=Other

FIE / REED Documents

	Required Paperwork		Method of follwery	Ī	Sent to: 1=English 2=Spanish	Date(s) sent:	Deadline:	Date returned:
	Checkist for Review		1	I				
	Problem rating scale (parent)	t)	,	2			
	Medical Social History	t	1	1	2			
	Current Status report	ι)	1	2			
ARD Meeting Prep	Problem rating scale (beacher)	t]	1	2			
	Hearing Vision/health (nurse)	ı	}	1	2			
moeting: @ Annual @ ElEconomic	Assist technology scale	t]	1	2			
O FIEREED	Class observation	ı	1	1	2			

Greck

/pe of impeting: @ Annual @ FIERBED

(E)=Email (C)⇒Phone Call

Namo:

/ Contacted / Date*

(PW)=Papenwork (O)=Other

Return FIEIREED doos to LSSP by: Ch So Kolo

ARD Meeting Agenda Screens to remember: ___STAARALT ____S Day waiver P NEXSOs Professional Statement for ARDS ____Assurances ___/__Verity demographic info ____Simature Page ______State purpose of meeting- to review existing evaluation data and ___/__Review Assessment Data (LSSP) _/_RAUSPS ___/__Goals / Objectives ____/___Reports from Gen Ed teacher, APE, SPEECH, etc. ___/___information/penderns from parent ____/__Present information from transition survey and <u>Transition Supplement</u> (if age appropriate) _____ Personal Care Supplement ___/__Teacher comments/ review status sheets. ______Briefly review previous IEP's and status ______Prosont new FBA (if applicable) and then IEP/SEP ______Discuss schoolie, IA & LRE ___/___Modifications & Accommodations _____STAAR-ALT decisions (this year and aware ___/__Read deliberations. __/__Assurances ______Cottain signatures- fill out to -Make Oraft Active(Screen §4), print

-Other closeout procedures: _____

Well done!

Student	ARD Meeting Day Checklist					
	Type of meeting.	□.Amset	DEFREED	□ Other		

Print meeting agenda for me vir screen numbers & corresponding ARD pg #'s

- Gather Notices
- Gather Transition surveys
- Gather work samples
- Gather FIE / REED info (if needed)
- Print signature page Print SHARS signature page
- Print STAAR-ALT pages
- Print 5 Day Walver Prep water bottles, pen, pencil and highlighter
- After ARD
 - Make Draft Active, Archive & Print final document
- Gather signatures (signature page, SHARS page, STAAR-ALT, 5-day waiver)
- Make 1 copy for parents
- Send Home or Email
- File Original in File
- Discontinue / Master old Goals / Obj.
- Upload progress reports
- Archive new ARD. Make Draft Active
- Close out any other procedures as listed in Closeout sheet.

NARD Timeling 70% Send Harne Sead Home: REED Packet (1.5 months before) Riction to LSSP Transition Survey (L5 menths before) Meeting Notice (1 secuth before) Procedural Sufeguards (1 manfs) 1+ ESPED a ESPED / Classroom Shart Deaft (2.5 weeks before) Complete Stud. Transition survey Student had presentation Sen4 Hon Sent Houg-Death (1 work before) Mosting Reminder (3-5 days before) Small meeting attendors Fired Copy & Meeting Thank you Print Goods/Objs & Save ARD to CP 's ARD Lineites Swod Home: REED Packet (1.5 mosths before) Return to LSSP Transition Servey (1.5 months before) Macking Notice (1 mounts before) Procedural Safeguards (1 month) In ESP\$D / Classroom Start Draft (2.5 weeks before)
 Complete Stud. Transition survey Student lob prescritation. Send Home Druft (1) week before) Morting Reminder (3-5 days before) Email meeting attendors Final Copy & Mosting Thank you

\$4-04b

keep track of all members

To USE?

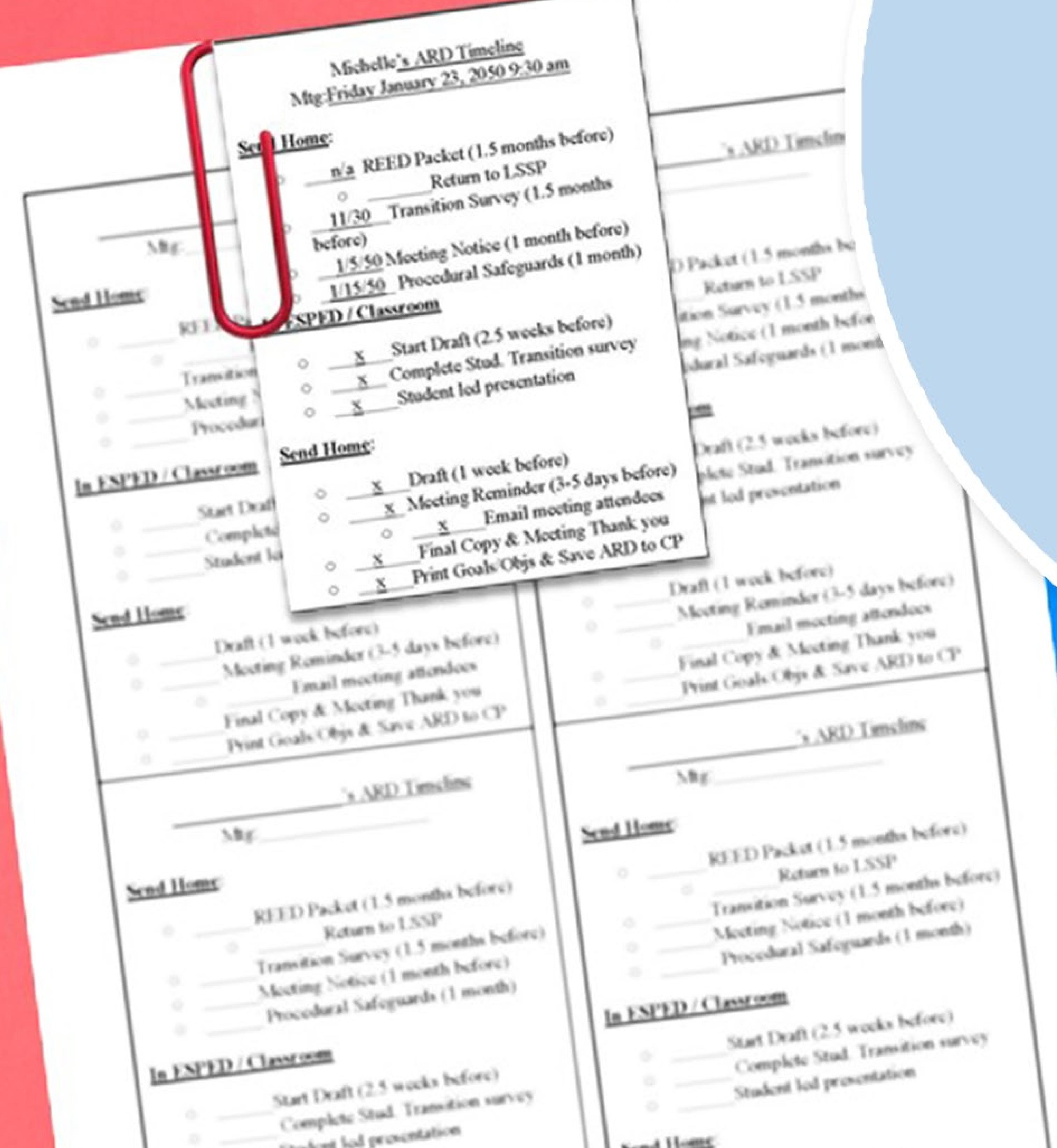
ARD Meeting Prep Checklist Meeting Date / Time: Friday January 23, 2050 9:30 am Grade: □ Other Type of meeting: X Annual D FIE/REED | Attending: | Michelle Kolo. Contacted / Date* udent Ø 1/5/50 [E] Name: Personnel attending: | 0 1/5/50 [FF1 1 1 Parent name here Reduir Parent 115150 District Rep - I General Educator here Genl Ed Teacher | - I Special Educator here Contacted / Date* | Attending SPED Teacher I Name:

Document attempts to Retrieve I.E.P. documents

-SPecial Education case Managers

- -Team Leads
- -SPECIAL Education Clerks and secretaries





use it?

Easy, Varied Trackers - Don't miss a deadline!

ARD Meeting Agenda Screens to remember: STAAR-ALT 5 Day waiver NEISDs Professional Statement for ARDS _Assurances Signature Page __/__Verify demographic info __/__State purpose of meeting- to review existing evaluation data and... __/__Review Assessment Data (LSSP) __/__PLAAFPs __/__Goals / Objectives __/__Reports from Gen Ed teacher, APE, SPEECH, etc. ___/__Information/concerns from parent ___/__Present information from transition survey and Transition Supplement (if age appropriate) Personal Care Supplement __/__Teacher comments/ review status sheets ___/__Briefly review previous IEP's and status __/__Present new FBA (if applicable) and then IEP/BIP __/__Discuss schedule, IA & LRE __/__Modifications & Accommodations __/__STAAR-ALT decisions (this year and next) __/__Read deliberations. __/__Assurances ___/__Obtain signatures- fill out the SHARS form, 5day waiver, signature pg., STAAR. -Make Draft Active(Screen 84), print everything, and Archive. -Other closeout procedures: ___ - Well done!

ADD Machine Day Chacklist

8	tudent.	Michelle Kolo.	Grade:	88	Meeting Date / Time: Friday January 23, 2050 9:30 a
		Type of meeting:	R. Annual	DFIEREED	D Cther
	Print	meeting agenda for m	e wil screen	numbers &	corresponding ARD pg #'s
	Gath	er Notices			
	Gath	er Transition surveys			
	Gath	er work samples			
	Gath	er FIE / REED into (if it	reeded)		
	Print	signature page			
	Print	SHARS signature pag			
	Print	STAAR-ALT pages			
	Print	5 Day Waiver			
	Prep	water bottles, pen, per	ncil and hig	hlighter	
	After	ARD			
		Make Draft Active, A	rchive & Pr	int final docu	ument
		Gather signatures (si	ignature pa	ge, SHARS	page, STAAR-ALT, 5-day waiver)
		Make 1 copy for pare	ents		
		 Send Home or 	r Email		
		File Original in File			
	Disco	ontinue / Master old Go	als / Obj		
		Upload progress rep	orts		
		Archive new ARD.			
	Make	Draft Active			
	Close	e out any other proced	ures as list	ed in Closeco	ut sheet.