

KEEP TRACK OF ALL MEMBERS

How TO USE?

DOCUMENT ATTEMPTS TO RETRIEVE I.E.P. DOCUMENTS

ARD Meeting Prep Checklist

Student: Michelle Kolo. Grade: 8 Meeting Date / Time: Friday January 23, 2050 9:30 am

Type of meeting: Annual FIE/REED Other: _____

Required to attend?	Personnel attending:	Name:	Contacted / Date*	Attending:
<input checked="" type="checkbox"/>	Parent	Parent name here	<input checked="" type="checkbox"/> 1/5/50 [E]	<input checked="" type="radio"/> Y <input type="radio"/> N
<input checked="" type="checkbox"/>	District Rep		<input type="checkbox"/>	<input type="radio"/> Y <input type="radio"/> N
<input checked="" type="checkbox"/>	Genl Ed Teacher	General Educator here	<input checked="" type="checkbox"/> 1/5/50 [FF]	<input checked="" type="radio"/> Y <input type="radio"/> N
<input checked="" type="checkbox"/>	SPED Teacher	Special Educator here	<input checked="" type="checkbox"/> 1/5/50	<input checked="" type="radio"/> Y <input type="radio"/> N
<input checked="" type="checkbox"/>	Assessment		<input type="checkbox"/>	<input type="radio"/> Y <input type="radio"/> N
Required to attend?	Related Services:	Name:	Contacted / Date*	Attending:
<input type="checkbox"/>	Speech Therapist		<input type="checkbox"/>	<input type="radio"/> Y <input type="radio"/> N
<input type="checkbox"/>	Occupational Therapist		<input type="checkbox"/>	<input type="radio"/> Y <input type="radio"/> N
<input type="checkbox"/>	Physical Therapist		<input type="checkbox"/>	<input type="radio"/> Y <input type="radio"/> N
<input type="checkbox"/>	and PE teacher		<input type="checkbox"/>	<input type="radio"/> Y <input type="radio"/> N



- SPECIAL Education case Managers
- Team Leads
- SPECIAL Education CLERKS and SECRETARIES

Who's
IT FOR?

Why
use it?

Easy, varied
TRACKERS - DON'T
miss a deadline!

Michelle's ARD Timeline
Mtg-Friday January 23, 2050 9:30 am

Send Home:

- n/a REED Packet (1.5 months before)
- Return to LSSP
- 11/30 Transition Survey (1.5 months before)
- 1/5/50 Meeting Notice (1 month before)
- 1/15/50 Procedural Safeguards (1 month)

In ESPED / Classroom

- Start Draft (2.5 weeks before)
- Complete Stud. Transition survey
- Student led presentation

Send Home:

- Draft (1 week before)
- Meeting Reminder (3-5 days before)
- Email meeting attendees
- Final Copy & Meeting Thank you
- Print Goals/Objs & Save ARD to CP

Mtg: _____ x ARD Timeline

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- REED Packet (1.5 months before)
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- Transition Survey (1.5 months before)
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Mtg: _____ x ARD Timeline

ARD Meeting Agenda

Date: _____

Screen #:
Draft Pl. #:

- Introductions
- NEISDs Professional Statement for ARDS
- ___/___ 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!

Screens to remember:

- ___ Delibs
- ___ STAAR-ALT
- ___ 5 Day waiver
- ___ Assurances
- ___ Signature Page

ARD Meeting Day Checklist

Student: Michelle Kolo Grade: 8 Meeting Date / Time: Friday January 23, 2020 9:30 am

Type of meeting: Annual FIE/REED Other _____

- Print meeting agenda for me w/ 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 Waiver
- 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.