

OPERATING PROCEDURES

ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING

Goose Creek CISD

101911

Template update May 2020

Legal Framework: ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING

[Related Resources](#)

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

PROCEDURES:

ARD MEETINGS

Initial ARD

TEC § 29.004 and 29.005

An Initial ARD meeting must be held within 30 calendar days of the completed Initial evaluation unless the district receives written consent for the Full Individual Evaluation at least 35 but less than 45 school days before the last instructional day of the school year, the evaluation must be completed and the written report provided to the parent or legal guardian not later than June 30 of that year. The student's ARD shall meet not later than the 15th school day of the following school year to review the evaluation.

In the event that the parent is non-responsive to communication, regarding the Initial ARD, notice of the ARD should be sent and the Initial ARD held without the parent within the required timeframe. A letter must be sent after 3 attempts to schedule the ARD meeting. This letter summarizes the attempts made and when the ARD is scheduled. The parent is encouraged to attend, but if unable to, then the ARD will be held and the information will be mailed to the parent via certified U.S. Mail. The school district should develop the IEP (which includes goals objectives, programming, placement and services) and then send a copy of the Initial ARD to the parent.

Consent for Initial Placement form must be signed by the parent prior to Special Education services being implemented. It is important to remember the parent must give consent prior to services beginning. If the parent does not sign consent for services, the Campus Diagnostician/ARD Facilitator is to contact the Coordinator Evaluation or Coordinator of Compliance and Accountability for guidance.

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Annual ARD

Each student with a disability must have an ARD meeting within one year of the last Annual ARD date. An Annual ARD meeting may be held prior to the previous year's Annual ARD date but must not be held after the Annual ARD date of the previous year.

Re-evaluation Planning ARD

34 CFR § 300.324

Goose Creek CISD utilizes the practice of a REED meeting to discuss and plan for the re-evaluation process. Please see Section 1 of these Special Education Administrative Procedures for specifics on planning for a Re-evaluation. *It is critical to remember when the Re-evaluation plan is completed via the REED process, and consent is obtained, the Re-evaluation should begin immediately.*

Review ARD

A Review ARD meeting is an ARD meeting held throughout the year. Here are some examples of when Review ARD meetings should be held:

- A member of the ARD/IEP team requests an ARD meeting to discuss concerns (this includes the parent).
- The student is not making progress and/or is not on track to master the Annual IEP goals.
- Student has mastered Annual IEP goals.
- Academic/Behavior IEP and objectives need to be addressed, modified, etc.
- Student placement needs to be addressed.
- ESY was not discussed during the Annual and needs to be addressed prior to summer.
- Changes to State Assessment need to be addressed.
- Student has increased attendance problems.
- Other reasons as appropriate for the ARD committee to address.

Dismissal ARD

34 CFR § 300.305

If a student is re-evaluated and no longer meets eligibility as a student with a disability, an ARD Meeting must be held to consider the recommendation of the Full Individual

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Evaluation prior to dismissing the student from Special Education services.

COMPLIANCE MONITORING PROCESS

eSped Compliance Report Monitoring

The Coordinator for Compliance and Accountability is responsible for the eSped report monitoring. The following reports are generated in eSped to monitor compliance -

- **ARDs Due by Month and FIEs Due by Month**-provides a list of students that are compliant, non-compliant, or both when their Annual IEP and FIE Due Dates are compared to the Snapshot date.
- **Instructional Setting Report** - provides a list of students by Instructional Arrangement based on their last IEP Meeting Date.
- **SPP Indicator 11**-measures the percentage of the children who were evaluated within the state established timeline after receiving informed, written parental consent to evaluate. The report is run weekly for evaluation compliance.
- **SPP Indicator 12**-percentage of children referred to Part C prior to age 3, who are found eligible for Part B and who have an IEP developed and implemented by their third birthday. The report is run weekly for evaluation compliance.
- **Progress Report Noncompletion**-provides a list of IEP subject areas per student IEP and determines if IEP progress reports have been completed for each reporting period.
 - The Campus Diagnostician or ARD Facilitator also generates the Progress Reports Noncompletion for their campus to verify the progress report information has been entered.

The Coordinator for Compliance and Accountability contacts the appropriate Diagnostician and/or ARD Facilitator to review compliance concerns and discuss action plan for correction. Once the campus staff corrects the error, they are to notify the Coordinator for Compliance

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and Accountability. If the compliance error is not corrected, the Coordinator for Compliance and Accountability contacts the Director of Special Education to discuss next steps.

STAFF RESPONSIBLE:

District Level: Coordinator for Compliance and Accountability, Coordinator of Evaluation, and Director of Special Education

Campus Level: Campus Diagnosticians and ARD Facilitators

TIMELINES FOR ARD COMMITTEE MEETING ACTIVITIES:

- Initial ARD meetings
- Annual Review ARD meetings held annually
- Transfer Agreements and/or ARD meetings

EVIDENCE OF PRACTICE:

- Training artifacts (presentation handouts, sign-in sheets, etc.)
- eSped Forms and Compliance Reports
- Documentation of ARD committee meetings