



Navigating the ARD/IEP Process

Clear Creek ISD
Office of Special Services
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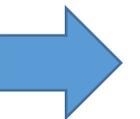


Quick Reference

- [What is an ARD meeting?](#)
- [What do we talk about?](#)
- [Who attends the meeting?](#)
- [What do I need to do?](#)
- [How far in advance is the ARD scheduled?](#)
- [What if I disagree with a proposal during the ARD meeting?](#)
- [What if my child's needs change?](#)

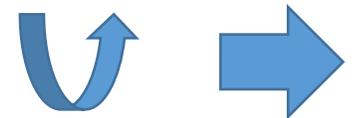
What is an ARD meeting?

- Purpose: To develop an [individualized education program \(IEP\)](#) for a student receiving special education services
- IEP
 - Collaboratively developed plan
 - Written document
 - Typically written for a calendar year (ex: March 3, 2016 - March 2,2017)
- Guiding Questions
 - What supports does the student require to access the curriculum and school building?
 - How will progress be measured to ensure the IEP promotes student growth?
 - What is the [least restrictive environment \(LRE\)](#) in which the services can be provided?



Types of ARD Meetings

- **Initial:** The student has never received special education services and an evaluation has been completed
- **Annual:** A meeting held once per calendar year to review progress and develop a new IEP
- **Revision:** A meeting held between annual ARDs to propose changes to portions of the current IEP
- **Manifestation Determination Review (MDR):** A meeting to determine if student behavior is a manifestation of their disability.



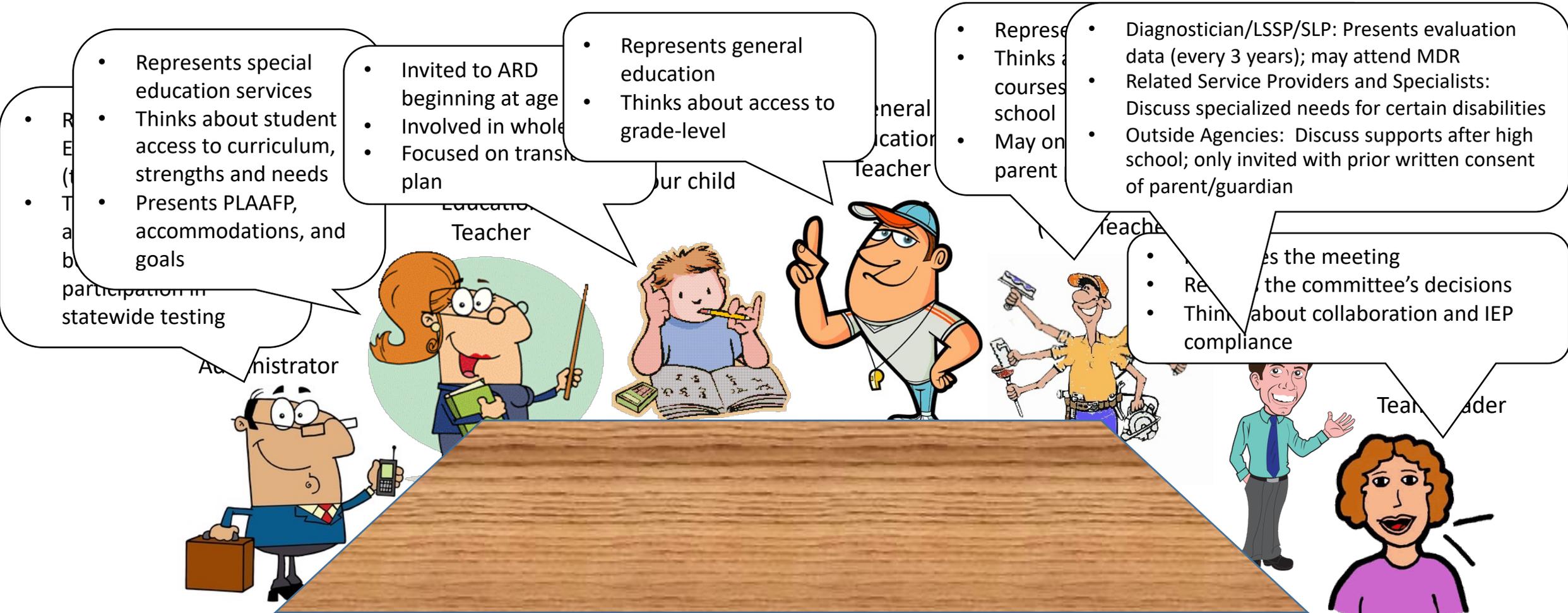
What do we talk about in an ARD meeting?

- Review of evaluation data/if testing was conducted
- [Present Levels of Academic Achievement and Functional Performance \(PLAAFP\)](#): a narrative of your child's educational strengths and disability related needs
- Transition Needs (beginning at age 13): Planning for next steps after graduation
- Goals and Objectives: How we will monitor student progress
- Schedule of Services: Where and how often will special education and related services (both direct and consultative) will be provided
- Accommodations and/or Modifications, if needed
- State Testing: Which STAAR test format your child will participate in
- Supplements (as needed): To further describe services/supports for students with specific needs (ex: an English language learner) and/or specific disabilities (ex: Autism or Auditory Impairment).
- Consideration of [least restrictive environment \(LRE\)](#): which may include the opportunity to participate in nonacademic and extracurricular activities

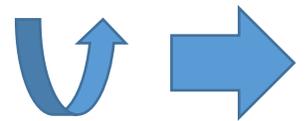


Who attends an ARD?

(Click on a participant for more information)



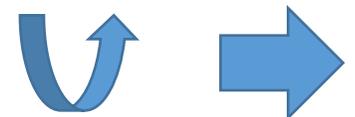
Parents



What do I need to do before the ARD meeting?

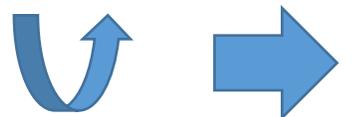


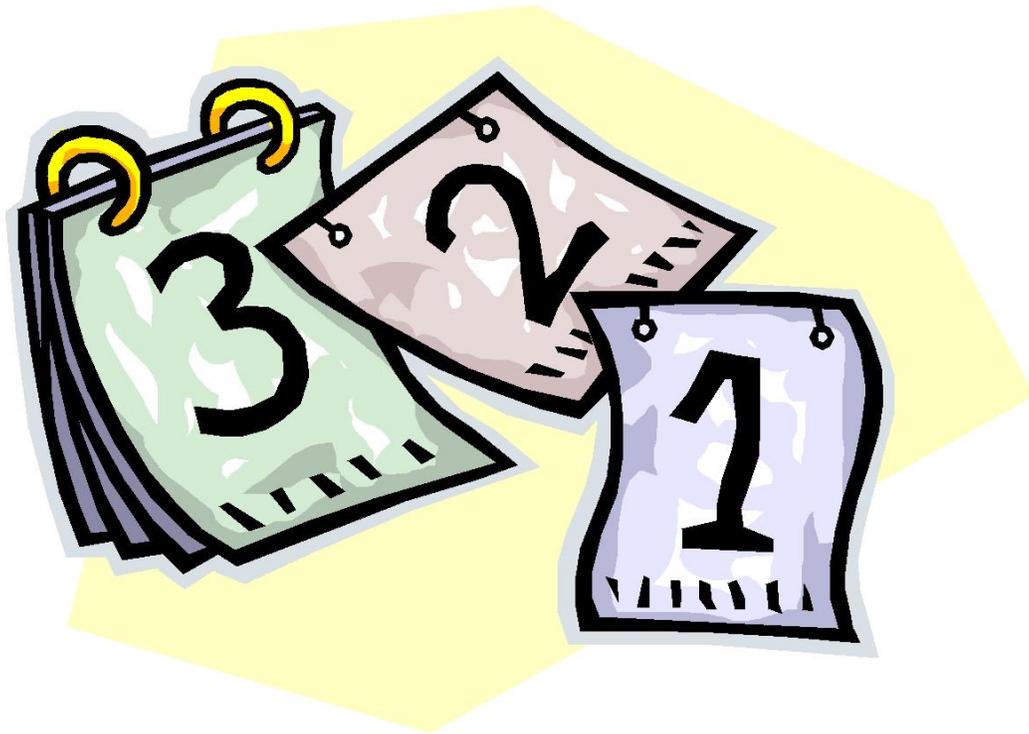
- Sign and return your ARD invitation indicating you:
 - Can attend
 - Want to participate by phone
 - Cannot attend; please have the meeting without me
- Review and/or discuss the draft goals (sent home by the school)
- Think about any questions, concerns, suggested goals you want to share with the committee
- When your child is 13 years of age
 - Review, sign, and return consent to invite outside agency (even if you decline inviting an agency)
 - Complete and return parent interview (written or by phone)



What do I need to do during the ARD meeting?

- Share information about your child's abilities outside of school
 - Home
 - In the community
 - In their workplace
- Ask questions if the IEP is unclear
- Collaborate with the team to ensure the IEP is challenging but attainable for your child





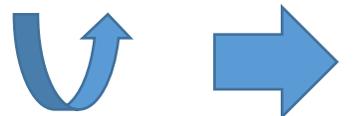
When are ARD meetings scheduled?

- If a student with special education services transfers to a different school district, the school may have an annual ARD within the first 30 days of school
- Annual ARD meetings have to occur within one year of the prior annual meeting
- Revision ARDs and MDRs can be scheduled as requested
- All ARD meetings are scheduled at a mutually convenient time for the parents and school and parents must be given 5 days notice



What if I disagree with something an ARD committee proposes?

- An ARD committee meeting is collaborative, and you are part of the committee.
- If you disagree with a committee proposal:
 - Express your concern within the moment.
 - Explain your concern.
 - Collaborate with the team to revise the proposed change.
- If you still disagree
 - Sign the signature page and mark that you disagree with the ARD.
 - Please give your specific disagreements to the team leader
 - Work with the team leader to find a mutually agreeable time within 10 school days to reconvene the ARD committee and consider alternative solutions.



What if my child's needs change?

- You can request an ARD meeting at any time.
- Steps to Success:
 - Explain what you would like to talk about in the ARD meeting
 - Reach out to your child's case manager (or ask for them to call you)
 - Keep conversation focused on the disability-related needs of your child, not on services, places, or outcomes

