**Hyer Elementary**

# Special Education

# Admission, Review and Dismissal (ARD) Process



**ARD meetings Actions**

**ARD NOTICE, PARTICIPATION AND COMMITTEE MEMBERS:**

* ARD Notice is a formal, written notice of an ARD. It should be given to the parents at least 5 days before the proposed ARD Committee meeting date. A parent can waive the 5-day waiting period between ARD Notice and an ARD Meeting if a meeting must be scheduled sooner.
* A good-faith effort to notify parents of an ARD meeting will be made. We give **at least** three notices of the proposed ARD Meeting. At least one of these will be a formal, written ARD Notice. The other two notices may be a phone call, email, or conversation in person.
* Parents can participate in various ways. They may attend in person, attend via phone, or waive their attendance. If the ARD Committee has attempted to give parents three notices of a proposed ARD Committee meeting and has not received a response from the parent, the ARD Committee meeting can be held without the parent.
* An ARD meeting can be requested when a parent, teacher or other ARD Committee member feels it is necessary.
* ARD Committee members vary but must include the Parent, General Education Teacher, Special Education Teacher, someone who can interpret instructional implications from evaluation results and School Administrator (Campus Coordinator).

**Hyer Elementary**

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**“Review” ARD and “Brief” ARD**There are times when the ARD Committee needs to revise something set forth in the Annual ARD. Some changes can be made either with a Review or Brief ARD. At these ARDs, not every aspect of programming set forth in the Annual ARD has to be addressed.

**“3-Year” Reevaluation ARD**Any child served in special education must have an evaluation at least every three years. Before reevaluating, a “PAARD” will be held. (See PAARD description)

**“Dismissal” ARD**If the child no longer meets Texas Education Agency's eligibility criteria for special education, a Dismissal ARD will be convened. In this ARD, the evaluation is reviewed and the child is dismissed from special education services.

**MEETINGS OTHER THAN ARDS:  
Minor Revision**Some revisions do not require an ARD at all. This can be done with a “Proposed Change to ARD” form. The changes to be made are noted on the form and sent home for the parent to review and sign.

**Collaboration Meeting**A collaboration meeting is an optional meeting that can be held to problem solve, involving multiple perspectives from your child’s educators.

**Preparation Meeting**A preparation meeting is an optional meeting than may be held to discuss draft IEPS and recommendations that will be covered in the upcoming ARD.

**WAYS TO HELP YOUR CHILD:  
\*Contact your child’s Monitoring Teacher**  
If you have a concern, please start by contacting your child’s Special Education (“Monitoring”) Teacher. This is your first stop. They can help you problem solve special education or general education classroom concerns, or help with academic and behavior difficulties. The Monitoring Teacher can also put you in contact with your child’s other service providers.

**\*Contact your child’s Service Provider**You and the Monitoring Teacher may want to communicate with other service providers such as the Occupational Therapist, the Speech Language Pathologist, etc. They are an incredible resource to help problem solve. Some concerns may be more specific to their field, so be sure to seek their expertise.

**\*Contact the Evaluation Staff**If your child has had an evaluation, whether it is an initial evaluation, a 3-year reevaluation, or an extra evaluation in between those- it is highly recommended that you review the evaluation report in detail with the evaluator. They are happy to explain what scores mean, how the scores can be interpreted and what the child experienced during the evaluation.

**\*Contact the Campus Coordinator**You and the Monitoring Teacher may need more information about Special Education or more help problem solving. That is a good time to contact your Campus Coordinator. The Coordinator can set up a collaboration meeting or ARD, if needed.

**\*Updated IEP Goal Progress**  
You will receive updated IEP goals and objectives at least every 9 weeks. This is an opportune time to send a quick email to your teacher or service provider if you'd like more specific information.

#### ARD Process

**TYPES OF ARD MEETINGS:  
“PAARD” Pre-Assessment ARD**Before a child receives a special education evaluation, parental consent must be obtained. The ARD Committee meets to discuss the type of evaluation needed and possible tests to be used. The evaluation will be completed within 60 calendar days of receipt of signed consent. The Full and Individual Evaluation (FIE) report will be given to the parents before the ARD meeting so that they have time to read it carefully.

**“Initial” Admission ARD**After a child has had an evaluation that determines the child qualifies as a child with a disability under the IDEA, the ARD Committee will convene (within 90 calendar days from signed consent to evaluate) for an Initial ARD to determine whether your child has an educational need for special education services. At this meeting, the child's programming will be planned and IEP goals adopted. Only after the parent signs consent for the initial placement of their child in special education can services begin. The ARD Committee must meet at least annually (on or before the Initial ARD date) to review your child’s IEP.

**“Annual” ARD**The Annual ARD addresses **all** aspects of the child's programming on a yearly basis. This will include the review of the current or “updated” goals and objectives as well as adoption of the newly proposed IEP goals and objectives (these are sent home for the parents' review before the ARD). The schedule of services will also be determined. The ARD Committee will denote “accommodations” that will help the child be more successful in the school environments. District or state evaluations are also discussed. These are just some of the highlights; of course more is covered in finer detail in an Annual ARD meeting.