

ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING

ALIEF MONTESSORI COMMUNITY SCHOOL

101815

Template update March 2022

Legal Framework: ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING

[Related Resources](#)

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

POLICIES AND PROCEDURES:

Initial Meeting

The ARD committee must make its decisions regarding the child's initial eligibility determination and, if appropriate, IEP and placement within 30 calendar days from the date of the completion of the written full individual and initial evaluation report unless one of the following situations applies:

- If the 30th day falls during the summer and school is not in session, the ARD committee has until the first day of classes in the fall to finalize its decisions, unless the initial evaluation indicates that the child will need extended school year services during that summer; or
- If the LEA received the written consent for the evaluation from the parent at least 35 but fewer than 45 school days before the last instructional day of the school year and the child was not absent from school three or more days between the time that the LEA received written consent and the last instructional day of the school year, the ARD committee must meet not later than the 15th school day of the following school year, unless the initial evaluation indicates that the child will need extended school year services during that summer.
- For purposes of determining the timeline for an initial ARD committee meeting, school day does not include a day that falls after the last instructional day of the spring school term and before the first instructional day of the subsequent fall school term.

Developing the IEP

All members of the ARD committee must have the opportunity to participate in a collaborative manner in developing the IEP. In developing each child's IEP, the ARD committee must consider:

- The strengths of the child
- The concerns of the parent for enhancing the education of the child
- The results of the initial evaluation or most recent evaluation of the child; and
- The academic, developmental, and functional needs of the child.

The ARD committee may agree to an annual IEP or an IEP of a shorter duration. As soon as possible following the development of the IEP, the LEA must ensure that special education and related services are made available to the child in accordance with the child's IEP.

ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING

ALIEF MONTESSORI COMMUNITY SCHOOL

101815

Template update March 2022

Periodic Review and Revision of the IEP

The ARD committee must review the child's IEP periodically but not less frequently than annually, to determine whether the annual goals are being achieved. The ARD committee must revise the IEP as appropriate to address:

- Any lack of expected progress toward the annual goals and in the general education curriculum where appropriate
- The results of any reevaluation
- Information about the child provided to, or by the parent. in the review of existing evaluation data
- The child's anticipated needs

An Admission Review Dismissal (ARD) Committee must meet annually to review the Individual Education Program (IEP) for students receiving special education. The committee may meet more often than annually to revise the students IEP. or make other appropriate recommendations, as needed. In addition, a parent may request an ARD Committee meeting (at a mutually agreeable time) at any time to discuss educational concerns such as placement, IEP goals and objectives. the child's progress. and the extent of services being provided to their child.

This charter school utilizes the database SEAS/Empower to track and report the timeline and completion of Annual ARD meetings. Campus Special Education Representative (CSER) and Special Education Directors run monthly reports to ensure the timely scheduling and completion of annual ARDs meetings. The CSER is responsible for the scheduling of the ARD/IEP meeting as well as completing the ARD Invitation notice. The CSER is responsible for the facilitation and completion of the ARD/IEP documents.

Once an ARD meeting has been conducted, the CSER is responsible for providing the child's teachers and service providers with the documents to be implemented including the child's classroom accommodations, testing accommodations, goals and objectives, and the Behavior Intervention Plan (if applicable). These components are sent electronically to the student's teachers who also provide an electronic acknowledgment that the documents have been received. All service providers are also required to document the services provided to the child on a service log. For ARD/IEP meetings held at a secondary level, the CSER will communicate with the child's general education counselor to ensure the services listed on the schedule of services page is aligned with the child's course schedule to ensure services are provided.

When a student transfers into this charter school from another district within the state of Texas or outside of the state of Texas, staff will follow the Children Who Transfer Procedures.

ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING

ALIEF MONTESSORI COMMUNITY SCHOOL

101815

Template update March 2022

TIMELINES

Initial ARD

- Must occur within 30 calendar days from the date of the Full & Individual Evaluation
- If the 30th calendar day falls within the summer, the ARD committee will convene prior to the 1st day of school
- If the evaluation consent was received between 35 and 45 days before the last instructional day of the year, the ARD committee must convene by the 15th day of school

Annual ARD

- Must occur within one calendar year from previous Annual ARD
- Schedule more than 5 days prior to the annual due date

Transfer Meeting

- Complete transfer agreement within 10 school days of verification from previous school district in or out of state
- Within 30 school days of the child transferring into the district, a 30-day Annual ARD is held
- The same timelines apply whether the child transfers at the beginning of the school or during the school year

STAFF RESPONSIBLE:

District Level: Special Education Director

Campus Level: Administrator, Campus Special Education Representative (CSER), General Education Teachers, Parents

TIMELINES FOR ARD COMMITTEE MEETING ACTIVITIES:

- Child Find Duties
- Legal Framework
- Initial ARD meetings
- Annual Review ARD meetings
- Transfer ARD meetings

EVIDENCE OF PRACTICE:

- Training artifacts (presentation handouts, sign-in sheets, etc.)
- Forms or checklists used in IEP implementation (including software)
- Documentation of ARD committee or IFSP meetings
- Service Logs
- A Guide to the ARD Process-English
- A Guide to the ARD Process-Spanish
- Procedural Safeguards-English
- Procedural Safeguards-Spanish
- TEA-SpEd Family Resources