Revision ARDs:

Tracking Teachers are responsible for all revision ARDs.

1. Plan the meeting.
   a. You must include: parents, a general education teacher, a special education teacher, a district rep (Principal, AP, or ARD Facilitator if planned on an ARD day), and any service providers that have services being discussed.

2. Create a calendar invite on the campus SPED Outlook calendar. Include the student’s name and grade, and the time and date of the meeting and invite all LISD staff.

3. Create an ARD Notice through eSped and send to the parents via email or hard copy.

4. Prepare paperwork. You will work in the ACTIVE file for the student. Complete the following pages:
   a. Revision ARD (1)
   b. Revision ARD (2)
   c. Update any pages that are being revised (i.e. if you are updating the student’s accommodations, update the page: Accommodations and Accommodations List; goals page, schedule of services, etc.)
   d. Signature Page
   e. Prior Written Notice
   f. End of ARD

5. During the ARD:
   a. Facilitate the meeting. You only need to review the information that is being updated/revised, and any parent concerns or questions.
   b. Take deliberations. A template is included at the end of this document. You will type/paste the deliberations in the text box on page: Revision ARD (2).
   c. Complete the Signature Page and obtain signatures from all members who attend the meeting. Be sure to ask parents if they would like to wait 5 days to review the plan, or if they give their consent to waive their 5 days and the plan can start the following school day (you will find this at the bottom of the signature page).

6. After the ARD:
   a. If the instructional arrangement (IA code) needs to be changed due to a change in the schedule of services, change this on the “Placement of Services (1)” screen. Make sure to put the date effective as the next school day following the ARD if the parents waived their 5 days OR the 6th school day following the ARD if they DID NOT waive their 5 days.
   b. Print the ARD Notice
   c. Create & print the ARD paperwork with the following selections in the “Multiple Reports” section of eSped:
      i. Revision ARD
      ii. Any pages that have been revised (i.e. schedule, accommodations, etc.)
iii. Signature Page (includes the Prior Written Notice and Signature Page)

d. Once the ARD is printed, place the completed Signature page at the back of the ARD paperwork; scan and email to yourself.

e. Once you receive the file, save in the format: “Date Revision ARD”. Upload this document to archive manager in the “ARD Documents” folder.

f. DocuShare or print and send home a copy of the ARD paperwork.

g. Put the original paperwork in the following order: ARD Paperwork + completed signature page, ARD Notice, Progress Report (if applicable), any other documents (i.e. evaluations, action plans, etc.) and send to MARINA RIMA @ ADMIN ANNEX through campus mail.

i. Note: Marina prefers the paperwork to come in one big stack with one binder clip; do not include staples or paper clips if possible.

*PLEASE REMEMBER THAT IF A CHANGE WAS MADE TO THE STUDENT’S SCHEDULE THAT WILL RESULT IN A CHANGE IN THE INSTRUCTIONAL ARRANGEMENT THAT YOU GO AHEAD AND CHANGE THE IA IN ESPED WITH THE DATE THE CHANGE TAKES EFFECT. THIS IS FOUND ON THE “PLACEMENT OF SERVICES (1)” SCREEN (see below).

You are finished 😊

Deliberations Template:

Revision ARD

Date:
The ARD Committee met to (add what is being discussed).

Information to review:
1.
2.
3.

Prior Written Notice:
The ARD committee reached a mutual agreement to implement the services as noted in the ARD document. Signatures were obtained. Parents did/did not waive 5 days grace period prior to IEP implementation.

*Deliberations are a summary of the discussion during the course of the ARD committee meeting. They are not intended to be a transcript of all conversations or specific comments made during the ARD/IEP meeting.

10/2019
Revision ARD Screens (2):

Screen 1:

Recent Students: ▼ Recent Screens: ▼

Student: Beau 4Tye Record: Active, ID: 096309 Status: Practice Student
School: Steiner Ranch Elementary Age: 0 yrs. Plan: 09/02/2015 - 09/01/2016
Documents: □ ARD □ 504 □ RTI □ LPAC

Save Close Previous Next Students Reports Preview Print/Archive 1:59:29
Screen S2. Revision ARD (1) ▼ Application ▼ ARD Forms ▼

Revised ARD Date of Meeting: □ 11/04/2016 Reason for Meeting: □ Discuss Change of Placement

Yes No □ Clear: An interpreter was used to assist in conducting the meeting. If YES, specify language or other mode of communication:

The ARD committee met to modify the ARD committee report dated □ 09/01/2016, and assures that the deliberations of that meeting have been reviewed.

DEVELOPMENT OF THE INDIVIDUALIZED EDUCATION PROGRAM (IEP)

Are present levels of performance different from those detailed in previous ARD?

Yes No □ Clear: If No, discussion determined no changes in present levels of performance.

Development of IEP/Transition Screen

Yes (PLAaFPs from Development of IEP/Transition screen will print here on report.) □ Development of IEP/Transition

Yes (PLAaFPs from text box will print on report.) □ Clear

Screen 2:

Recent Students: ▼ Recent Screens: ▼

Student: Beau 4Tye Record: Active, ID: 096309 Status: Practice Student
School: Steiner Ranch Elementary Age: 0 yrs. Plan: 09/02/2015 - 09/01/2016
Documents: □ ARD □ 504 □ RTI □ LPAC

Save Close Previous Next Students Reports Preview Print/Archive 1:59:43
Screen S3. Revision ARD (2) ▼ Application ▼ ARD Forms ▼

Is the ARD committee considering changes to the Goals/Objectives?

Yes No □ Clear If Yes, □ to Measurable Annual Goals (Standards)

Is the ARD committee considering changes to the student’s accommodations?

Yes No □ Clear If Yes, □ to Accommodations page.

Is the ARD committee conducting a Manifestation Determination Review?

Yes No □ Clear If Yes, □ to Manifestation Determination Review page

Is the ARD committee considering changes to the student’s Behavior Intervention Plan (BIP)?

Yes No □ Clear If Yes, □ to Behavior Intervention Plan page / □ to BIP Brief

Is the ARD committee considering changes to the student’s schedule of services?

Yes No □ Clear If Yes, □ to LRE Service Alternatives page and □ to RII Schedule of Services page / □ to R20 Schedule of Services page

Is the ARD committee considering changes to the student’s transportation supplement?

Yes No □ Clear If Yes, □ to eStar Transportation page

Is the ARD committee considering changes to the student’s participation in the State/District Assessment system?

Yes No □ Clear If Yes, □ to State/District Required Assessment Considerations page.

Revision ARD Reports.
PLACEMENT DETERMINATION

The ARD committee determined that this student's placement should be:
School Campus: River Ridge Elementary

- Edit Instructional Setting (EDIT): 41 Resource Room/Services Less than 21% (1-76 min)

Revision ARD Deliberations: ☑
Add Attachments:
- Individual Education Plan (IEP)
- Accommodation pages
- ESY
- Manifestation Determination
- Behavior Intervention Plan (BIP)
- Functional Behavior Assessment
- Minutes
- Other Schedule of Services

"Signature Page, Prior Written Notice, End of ARD" Screens:

Date of Meeting: 10/07/2019

Required Members/Position

- Jane Tye / Parent(s)/Adult Student
- John Tye / Parent(s)/Adult Student
- Principal/Assistant Principal / District Representative
- Daisy Duck / General Education Teacher/Provider
- Minnie Mouse / Special Education Teacher/Provider
- Donald Duck / Assessment

To remove a person from below you must click remove on the respective row.

New Name Position

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Date Sent/Mailed: 10/07/2019

**Description of the action proposed or refused:**

District proposed change in schedule of services: add 30 minutes daily of special education support in a special education setting for math

**Explanation of why action was proposed or refused:**

Additional support needed to address skill deficits in grade level math

**Before proposing or refusing to take action(s), the following alternatives were considered:**

**Description of other options considered:**

Continue with current schedule/services

**Why Options were Rejected:**

Student exhibits need for additional support in this area

**Evaluation procedures, tests, records, or reports used as a basis for the proposal or refusal:**

- Teacher information
- Progress
- Grade level curriculum
- Parent information
- Gen Ed, Sped evaluations, records

**Other factors relevant to the proposal or refusal:**

The parent(s) of a student with a disability/adult student has protection under the procedural safeguards of the IDEA. A copy of the procedural safeguards in understandable language, where feasible, must be given to the parent/guardian of a child with a disability only once in a year. A copy must also be given when an initial evaluation or a parent request for an evaluation occurs, upon receipt of the first due process, or State complaint during a school year, when the district decides to make a change in placement due to a discipline issue, and upon parent request. [300.504(a)]

A copy will be/was provided to Parents Name on 04/12/2018.

Federal regulations require that parents and adult students be provided prior notice in their native language or other mode of communication each time the District proposes or refuses to initiate or change the identification, or educational placement of your child/you or the provision of a free appropriate public school education (FAPE) to your student/you, or upon conducting a manifestation determination.

The notice was translated orally or by other means to the parent/adult student in his/her native language or other mode of communication on. The notice was translated orally or by other means to the parent/adult student in his/her native language or other mode of communication on.
The committee mutually agreed to implement the services reflected in these proceedings.

The members of this committee have not reached mutual agreement. The school has offered and the parent has agreed to a recess of not more than 10 school days unless the parties mutually agree on an extended timeline. During the recess, the members shall consider alternatives, gather additional data, and/or obtain additional resource persons to enable them to reach mutual agreement. This recess is not required when the student's presence on the campus presents a danger of physical harm to the student or others or when the student has committed an expellable offense or an offense which may lead to a placement in an alternative education program (AEP). [TAC 89.1055(h)(1)]. The committee will reconvene.

Date: [ ] at Place and Time: [ ]

ARD records shall reflect why mutual agreement has not been reached. Individual statements may be attached. Explain: [ ]

If the recess is declined by the parents or adult student, or if after the recess the ARD committee still cannot reach mutual agreement, the district shall implement the IEP that it has determined to be appropriate for the student. When a district implements an IEP with which the parent disagrees or the adult student disagrees, the district shall provide written notice to the parent or the adult student as required in 34 CFR 300.503 (notice of proposal or refusal).

The parent(s) of a student with a disability/adult student has protection under the procedural safeguards of the IDEA. A copy of the procedural safeguards in understandable language, where feasible, must be given to the parent/guardian of a child with a disability only once in a year. A copy must also be given when an initial evaluation or a parent request for an evaluation occurs, upon receipt of the first due process, or State complaint during a school year, when the district decides to make a change in placement due to a discipline issue, and upon parent request. [300.504(a)]

A copy will be/was provided to parents/guardian on [ ].

"Placement of Services (1)" Screen

(to change instructional arrangement/IA code):

Name of Current Year Enrollment Campus: [Steiner Ranch Elementary]
Name of Interim Enrollment Campus: [ ]
Name of Next Year Enrollment Campus: [ ]
Instructional Setting: [ ]

Current Year Instructional Setting Code: [ ]
Mid-Year Instructional Setting Code (optional): [ ]
Next Year Instructional Setting Code: [ ]

Speech Therapy Services

Current Year Speech Therapy Services in addition to the Instructional Setting Indicated:

Edit Speech Therapy Services: [ ]

Next Year Speech Therapy Services in addition to the Instructional Setting indicated: [ ]