



# Essentials of Admission, Review and Dismissal (ARD) Committee Meetings for Parents

## Special Education Informational Video Series

The world of special education can be overwhelming for families. It is important to understand the essentials of an ARD committee meeting. **As a parent/guardian, you are a very important member of this committee.**

During this COVID-19 period, remote learning, and social distancing, many ARD committees are agreeing to meet on conference calls or online platforms like Zoom, Skype, or Google Meet.

This document covers some big ideas that will help you be ready for your child's ARD meeting, even in a phone or virtual environment.



### Invitation to an ARD Committee Meeting

You may request an ARD meeting for your child at any time. Your child's school must respond to your request and let you know if it agrees or refuses to meet. If a meeting is scheduled, the school will send you an invitation that will tell you:

- ▶ Time and location (online or in-person) of the ARD meeting
- ▶ Who will be there and what will be discussed, reference the [child find website](#) to see who all will be at the meeting.

### Preparing for a Virtual ARD Committee Meeting

Before a virtual ARD meeting, you can ask the school which online platform will be used for the meeting and advice for making sure everything goes smoothly.

- ▶ Print documents ahead of time if you can or ask that printed documents be sent to you.
- ▶ Be sure to charge your device
- ▶ Be ready with a dial-in number in case your internet connection does not work or you get disconnected.
- ▶ Know how to share your computer screen during the meeting if you want to show something like work samples. You could also send a photo of work samples ahead of time from your phone.
- ▶ Request a copy of any draft documents the school might have prepared for the meeting.
- ▶ Make sure you have copies of your child's initial evaluation or reevaluation.

### During an ARD Committee Meeting

During the ARD meeting, the committee will cover a lot of information. The chart on the next page lists some common parts of the meeting that will be discussed as part of an individualized education program (IEP) if your child has a disability and will receive special education services.

**After the ARD Committee Meeting you will receive a copy of your child's IEP.**





### Different Parts of the ARD Committee Meeting

#### Special Education Eligibility

Decide whether your child has a disability condition and needs special education and related services.

#### Present Levels of Academic Achievement and Functional Performance (PLAAPF)

Discuss your child's strengths and needs and how the disability impacts him or her in school.

#### Annual Goals

Write goals that describe measurable skills your child will learn across one year.

#### Accommodations or Modifications

Talk about any accommodations or modifications that are needed. Accommodations are supports that help your child access learning but do not change what your child learns. Modifications change what your child is expected to learn.

#### Least Restrictive Environment (LRE)

Decide how your child should participate in school alongside students without disabilities as much as possible.

#### Special Education and Related Services

Discuss what services your child will receive, how often, for how long, and where the services are provided.

#### District and State Assessments

Talk about and make decisions on state and district testing for your child.

#### Extended School Year (ESY) Services

Consider if your child needs services during breaks in the school year.

#### Agreement

Summarize what has been discussed and decided. As a parent, speak up throughout the meeting, including if you do not agree with something being decided.

#### Resources:

- ▶ Special Education Information Center (SPEDTex)

[SPEDTex](#)

- ▶ Notice of Procedural Safeguards

[ENGLISH](#)

[SPANISH](#)

- ▶ Parents Guide to the Admission, Review and Dismissal (ARD) Process

[ENGLISH](#)

[SPANISH](#)