



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

School, Family, and Community Engagement Initiative

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.**

While most ARD committee meetings happen in person at your child's school, members may agree to meet on conference calls or using 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 committee meeting, even in a phone or virtual environment.



Invitation to an ARD Committee Meeting

You may request an ARD committee 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 committee meeting.
- ▶ [Who will be there and what will be discussed.](#)



Preparing for an ARD Committee Meeting

- ▶ Make sure you have a copy of your child's current IEP and/or most recent evaluations. Read them prior to the meeting.
- ▶ Make a list of concerns you would like to discuss at the meeting.
- ▶ Request a copy of any draft documents the school might have prepared for the meeting.
- ▶ List any specific questions that you would like to discuss at the meeting.

Additional tips for virtual ARD committee meetings:

- ▶ Ask the school which online platform will be used for the virtual ARD committee meeting and advice for making sure everything goes smoothly.
- ▶ Be sure to charge your device.
- ▶ If you wish to share something with the ARD committee, such as work samples, know how to share your computer screen.



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.



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Different Parts of the ARD Committee Meeting

Special Education Eligibility

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

Present Levels of Academic Achievement and Functional Performance (PLAAFP)

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 within 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

Discuss 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, such as during fall or spring break, or between school years, such as during the summer break.

Agreement

Summarize what has been discussed and decided. 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

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

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