

OPERATING PROCEDURES

ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING

UT Tyler University Academy

212804

Template update March 2022

Legal Framework: ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING

[Related Resources](#)

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

PROCEDURES:

- The diagnostician runs an ARD Due Date report in the special education data management system each month. The diagnostician also maintains an Annual ARD spreadsheet to monitor timelines. Finally, the compliance calendar in the data management system is reviewed monthly to ensure annual ARD meetings are held on time.
- The ARD report in the data management system shows each student's previous annual ARD date and the due date of the next Annual ARD meeting. The special education teacher prepares progress notes before the meeting to indicate whether goals have been mastered.
- To ensure a timely ARD meeting, an agenda is available for each ARD meeting. Time limitations are discussed by the committee at the beginning of each ARD meeting.
- UTTUA does not serve students from birth through two years of age
- When a student transfers to UTTUA during the same school year, the special education coordinator requests records from the previous district. Once records are received, they are uploaded into the data management system, and teachers are notified so that services can begin. At this point, procedures for [Students Who Transfer] are followed.
- When a student transfers to UTTUA during the same school year, the special education coordinator requests records from the previous district prior to the beginning of the school year. Once records are received, they are uploaded into the data management system and teachers are notified so that services can begin on the first day of class or an ARD meeting is scheduled prior to school starting to develop an Annual IEP.
- When a parent requests an ARD meeting in writing, an ARD is scheduled within 5 school days or a written notice is prepared to explain why the district refuses to convene an ARD meeting. The diagnostician will prepare the written notice or schedule the ARD meeting.
- When a student transfers from out of state, records are requested by the special education coordinator and uploaded into the data management system. If the student transfers during the school year, [Students Who Transfer] procedures are followed. If the student transfers between school years, the student's IEP is either implemented or an ARD committee is convened before school starts to develop an annual IEP. If the ARD

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committee does not accept the evaluation from out of state, then a new evaluation is requested and will follow the initial timeline as stated in [Students Who Transfer]

- To ensure that decisions made by the ARD committee are made aware to all staff, the goals, accommodations, schedule of services, testing accommodations, and BIP when appropriate are uploaded to the student's confidential portfolio in the SIS (Skyward) system and/or paper copies are distributed to teachers. Consultation is provided to teachers regarding the implementation of goals, accommodations, and the Behavior Intervention Plan by the appropriate personnel when needed.
- UT Tyler University Academy uses the Frontline Service Manager program to ensure that students receive the assigned special education and related services.
- The Frontline Service Manager System is used to ensure the student's schedule aligns with the services described in the ARD/IEP.
- Prior to the beginning of school year, campus directors and campus staff are trained about the purpose, required attendance, and development of the IEP. They are also told how to request an ARD meeting if needed and where to locate updated information in the SIS system (Skyward).
- Calendar invitations, reminders, phone calls, written communication, and emails are used to ensure that required members attend the ARD meeting.
- Members of the ARD committee can be excused in accordance with [Admission_Review-and-Committee-Membership] operating procedures.
- Procedural Safeguards are provided annually and when circumstances require it. A Procedural Safeguards log is kept for each student.
- Checklists are used by the diagnostician to ensure that all written consents are obtained from the parent
- To ensure that the IEP committee obtains appropriate documentation in the IEP of the parent and administrator agreeing or disagreeing with the decision of the ARD committee, for in person ARD meetings, all participating member sign the IEP signature page. For virtual meetings, signature pages are sent through DocuSign for signatures. If a parent disagrees with the recommended services in the IEP, the parent is offered a reconvene meeting within 10 school days (or mutually agreed upon time) to collect additional data needed for decision making. IF the parent continues to disagree, district recommendations will be followed unless a parent responds with a formal TEA complaint or files for a due process hearing.

STAFF RESPONSIBLE:

District Level: Diagnostician

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Campus Level: Special Education Teachers, General Education Teachers, Campus Director

TIMELINES FOR ARD COMMITTEE MEETING ACTIVITIES:

- Initial ARD meetings will convene within 30 calendars after the completion of the FIEE
- An annual IEP meeting will convene no less than once each calendar year
- Annual IEP meetings will meet within 30 school days of a student who transfers within the school year.

EVIDENCE OF PRACTICE:

- Training artifacts (presentation handouts, sign-in sheets, etc.)
- Success Ed, Frontline Service Manager, Compliance Calendars and Reports, Annual ARD spreadsheet
- Documentation of ARD committee meetings in Success Ed