

OPERATING PROCEDURES

ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING

Boerne ISD

130901

Template update May 2020

Legal Framework: ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING

[Related Resources](#)

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

PROCEDURES:

At the beginning of the school year ARD facilitators will meet with case managers to review annual IEP due dates. Case managers will schedule annual IEP meetings for the year. Weekly reports will be generated from the special education management software and emailed to ARD facilitators with annual IEP meetings due within the next 30 days. This will ensure meetings are scheduled before they are due.

For a student currently identified as special education who is new to Boerne ISD, the ARD Facilitator/SLP will complete the transfer meeting pages in eSped or use the Boerne ISD New Student Transfer Data Sheet when the eligibility is verified. You may call the parent on the phone to receive their consultative input. The forms will be archived and turned into the special education office. Special education services that are provided prior to receipt of valid evaluation data from the previous school district or collection of new evaluation data are temporary and contingent upon either receipt of valid evaluation data from the previous school district or the collection of new evaluation data. If the student is from out of state, the assessment specialist must carefully review the FIE to ensure it is compliant with Texas requirements. If the assessment is incomplete or if it is not compliant an evaluation must be completed. The assessment is treated as an initial referral and must follow those timelines. An ARD committee meeting to finalize or develop an IEP based on the evaluation data must be held within 30 calendar days from the date of the report. If no testing is needed a meeting must be held within 30 school days from the date the student is verified as being eligible for special education services.

Following an IEP meeting it is the case managers responsibility to communicate to the staff any changes that have been decided upon. Classroom accommodations will be made available to teachers electronically at the beginning of the school and when accommodations are updated through an IEP meeting.

Case managers are responsible in ensuring that all services agreed upon in the IEP meeting are being provided. If services are adjusted during the year through an IEP meeting, it is the case managers responsibility to ensure the students schedule reflects the agreed upon changes.

ARD Facilitators provide training at the beginning of the year regarding the ARD/IEP process.