|  |  |  |
| --- | --- | --- |
| Date:      1 | [ ]  First Notice | [ ]  Second Notice2 |

**Enter District Name Here**

 **NOTICE OF ADMISSIONS AND RELEASE COMMITTEE MEETING**

3

Dear       ,

I am inviting you to attend a conference to discuss the educational needs of:

4

|  |  |
| --- | --- |
|       |       |
| Student’s Full Name | Date of Birth |

**PURPOSE FOR CONFERENCE** (Check all which apply):

6

5

[ ]  To discuss a referral for an individual evaluation

[ ]  To discuss results of an individual evaluation

[ ]  To develop, review, and/or revise the student’s IEP and make placement decisions

[ ]  To discuss post-secondary transition needs and/or services

[ ]  To determine reevaluation needs

[ ]  To discuss disciplinary action

[ ]  At your request to discuss:

[ ]  Other:

**This conference has been scheduled for:**

|  |  |  |
| --- | --- | --- |
| **Date:**  | **Time:**  | **Location:**  |
| **Address (Optional):** 7 |

Other persons who have been invited to attend this meeting include:

[ ]  Regular Education Teacher [ ]  Special Education Teacher [ ]  Educational Diagnostician

[ ]  Speech-Language Pathologist [ ]  Physical Therapist [ ]  School Psychologist

[ ]  Occupational Therapist [ ]  Student

|  |  |
| --- | --- |
| [ ]  Other (Specify):       | [ ]  Other (Specify):       |

Agencies that have been invited to send a representative to discuss Transition needs and/or services (Required, if appropriate, by the child’s 16th birthday and thereafter)

8

|  |  |  |
| --- | --- | --- |
| [ ]  Vocational Rehabilitation  | [ ]  Other (Specify):       | [ ]  Not Appropriate at this time |

You are welcome to bring any information, including formal or informal test results, work samples, etc. to the meeting. You may bring someone who has knowledge or special expertise regarding the student or someone to assist you at the meeting if you would like.

9

If you need us to schedule the conference at a different time, date, or location or if you require an interpreter please:

1. call the District Representative listed below at the telephone number provided, or
2. complete the bottom of this form and return it to the District Representative.

Sincerely,

10

|  |  |
| --- | --- |
|       |       |
| Name of District Representative | Telephone Number |

**✁ ✁ ✁ ✁ ✁ ✁ ✁ ✁ ✁ ✁ ✁ ✁ ✁ ✁ ✁**

|  |
| --- |
| **Call or complete and return to the student’s school.**2 |
| **Name of Student**: |  |

|  |  |
| --- | --- |
| [ ]  I will be attending this meeting | [ ]  **I will NOT be attending this meeting** |
| [ ]  **I would like this meeting rescheduled – Suggested Date, Time and Location:** |
|  **Date: Time: Location:**  |
| [ ]  **I need to participate through alternate means:** | [ ]  **Phone Conference – Phone No.:**  |
|  | [ ]  **Other**  |
| [ ]  **I need an interpreter to attend the ARC Meeting** | **Type of Interpreter:**  |

**Parent Signature:**  **Date:**

**Notice of Admissions and Release Committee Meeting**

The LEA provides a written invitation to the parent(s)s at least seven (7) calendar days before an ARC meeting. NOTE: This also applies to initial ARC meetings for preschoolers transitioning from First Steps.

1

Enter the complete date (mm/dd/yy). The date on the invitation to the ARC meeting is at least seven (7) calendar days prior to the date of the ARC meeting unless the meeting is for disciplinary change in placement or a safety issue. If the parent(s) requested or agreed to meet earlier, document this on the ARC Meeting Invitation.

2

There is documentation of the district’s multiple attempts to arrange a mutually-agreed-on time and place. Check the box to indicate First Notice. One notice must be the Notice of ARC Meeting Form. The other attempt to arrange a mutually-agreed-on time and place may be documented as:

* a phone call prior to sending the notice;
* a follow up phone call (after sending the notice);
* a handwritten note to the parent;
* a returned copy of the Notice with the parent(s) signature;
* a home visit;
* documentation on the Parent Contact Sheet; OR
* another copy of the notice.

**Note:** If the parent does not attend the meeting and there is no documentation of multiple attempts of a mutually-agreed-on time and place, the ARC must send a second Notice of ARC Meeting, giving the parent(s) 7 calendar days notice.

3

Enter the name of the student representative.

4

Enter the student’s full name and date of birth.

5

The purpose of the meeting may include several reasons; check all of the reasons that apply. **For students who are in 8th grade or age 14 and older**, the purpose of the meeting indicates the ARC discussion of postsecondary needs and/or services.

6

Document the date, time, and location of the meeting. Include the address if it will benefit the parent.

7

Check the titles of the participants invited to attend the meeting. Invite only the participants who can contribute the purpose of the meeting (as stated above). **There must be a Regular Education Teacher and a Special Education Teacher invited to the meeting.** **For students who are in 8th grade or age 14 and older**, ensure the student is invited. **For children transitioning from First Steps**, ensure an invitation is sent to the First Steps Service Coordinator or other representatives of the Part C system.

8

**For students who are age 16 or older** who have a Consent for Release of Information on file for agency representatives to attend the ARC meeting, check the appropriate boxes indicating invitation to an agency that is likely to be responsible for providing or paying for transition services. Mark “Not appropriate at this time” if the ARC documented that the need for an outside agency was not appropriate or the child’s IEP did not include transition services that required another agency.

9

An option for the parent(s) to note the need for alternative meeting times, dates, locations, and means of participation;

A statement informing the parent(s) they may bring persons to assist them in the meeting;

105

Write the name of the Chairperson. It does not have to be a signature. Include the telephone number of the Chairperson.