Outline of meeting minutes

Referral meeting

ARC meeting date

ARC members present - If someone from the school staff attends the meeting that was not on the meeting notice it needs to be stated that the parent gave permission for the person to attend the meeting who was not on the meeting notice.

If parent participates by phone be sure to note this or if parent gave ARC members permission to have the meeting and to send home the paperwork.

If you have scheduled the meeting less than 7 days prior to the meeting date put in the statement: the parent agreed to the date and time of the meeting.

If there have been 2 contacts made with the parent 1 by phone and 1 meeting notice sent home or 2 meeting notices send home to the parent and the parent still does not attend and you are not able to reach them by phone the day of the meeting you can proceed with the meet just note that 2 notices were given to the parent 7 days prior to the meeting.

Parent rights were offered and reviewed. If parent did not attend note a copy of parent rights will be sent home with today’s copies.

Purpose of today’s meeting

Classroom progress discussed

Discuss RTI data – Note if student made progress / little progress or no progress

RTI Data has been sent home concurrent with report cards during the RTI process documenting the student’s progress through RTI.

The referral was reviewed. All ARC members agree the referral indicates a need for an evaluation.

The initial evaluation was reviewed – Student will be evaluated in the areas of -

Parent gave consent for the evaluation - Consent for the evaluation will be sent home with student / Consent for the evaluation will be mailed to the parent.

The school has 60 school days to complete the evaluation and to discuss the results with the parent.

If the student will be evaluated in Speech/OT /PT be sure to get Medicaid release signed by the parent. Also state in the minutes Medicaid release was signed and annual notice was given to the parent.

Parent concerns – If no concerns just type Parent had no concerns at this time.

Minutes reviewed. All ARC members agree

A copy of all paperwork will be given to the parent. (If you will be sending them home in the back pack just note this in the minutes.

Recorded by

Annual review / Consent for re-evaluation

ARC meeting date

ARC members present - If someone from the school staff attends the meeting that was not on the meeting notice it needs to be stated that the parent gave permission for the person to attend the meeting who was not on the meeting notice.

If you have scheduled the meeting less than 7 days prior to the meeting date put in the statement: the parent agreed to the date and time of the meeting.

If parent participates by phone be sure to note this or if parent gave ARC members permission to have the meeting and to send home the paperwork.

If there have been 2 contacts made with the parent 1 by phone and 1 meeting notice sent home or 2 meeting notices send home to the parent and the parent still does not attend and you are not able to reach them by phone the day of the meeting you can proceed with the meet just note that 2 notices were given to the parent 7 days prior to the meeting.

Parent rights were offered and reviewed. If parent did not attend note a copy of parent rights will be sent home with todays copies.

Purpose of today’s meeting

Classroom progress discussed

Data Analysis and progress on previous IEP goals was discussed. If student receives related services be sure to mention the progress of these as well.

A draft IEP was presented. New goals were discussed. Progress report will be sent home concurrent with report cards. Testing accommodations were reviewed. Student meets the criteria for a (List out accommodations and be sure to mention how much extended time they will receive). Student will receive special education services (Note how much time student will receive for special education and related services) Extended school year services (note if the student will receive services or if more data will be needed to determine if extended school year services are needed.

If the student qualifies for special transportation - Student continues to qualify for Special Transportation 2 times per day (Be sure to note if the student will require a harness)

Note about field trips - On a field trip the student is able to ride a regular bus with a chaperone.

Placement options were discussed – Please see uploaded page \_\_\_\_ (This will only need to be used for the meeting where we are getting consent for a student who is currently receiving services.

If the student will need special transportation for a field trip note if they will need a lift or that student does require special transportation for a field trip (be sure to note if a harness would be needed as well)

If you will be getting consent for a 3 year re-evaluation – Student is due for a 3 year re-evaluation. The re-evaluation was reviewed. The student will be re-evaluated in the areas of ARC members would like to look at the following disability / disabilities for the re-evaluation

ARC chair explained the process of snow learning days. It was discussed that during snow learning days, the students will not receive specially designed instruction on these days. However; the student will receive individualized work to address specific needs. It was also discussed that there will be no related services offered on snow learning days; all related services besides transportation will be made up upon returning to the school. It was also discussed that there may be a possibility that transportation may be restricted if the Board of Education feels that students’ safety is an issue due to inclement weather.

Parent concerns – If not concerns just type Parent had no concerns at this time.

Annual Medicaid notice will be given to the parent.

Minutes reviewed. All ARC members agree

A copy of all paperwork will be given to the parent. (If you will be sending them home in the back pack just note this in the minutes.

Recorded by

Initial Placement / Re-Evaluation results meeting

ARC meeting date

ARC members present – If someone from the school staff attends the meeting that was not on the meeting notice it needs to be stated that the parent gave permission for the person to attend the meeting who was not on the meeting notice.

If you have scheduled the meeting less than 7 days prior to the meeting date put in the statement: the parent agreed to the date and time of the meeting.

If parent participates by phone be sure to note this or if parent gave ARC members permission to have the meeting and to send home the paperwork.

If there have been 2 contacts made with the parent 1 by phone and 1 meeting notice sent home or 2 meeting notices send home to the parent and the parent still does not attend and you are not able to reach them by phone the day of the meeting you can proceed with the meet just note that 2 notices were given to the parent 7 days prior to the meeting.

Parent rights were offered and reviewed. If parent did not attend note a copy of parent rights will be sent home with todays copies.

Purpose of today’s meeting

Classroom progress discussed

Note who reviewed evaluations.

If student qualifies - Based on the results and compared to KY state guidelines the student does qualify for (list eligibility) The eligibility was reviewed and all ARC members agree.

Parent gave consent for student to receive services at the school.

If student does not qualify – Based on the results and compared to KY state guidelines the student does not qualify for (list eligibility) The eligibility was reviewed and all ARC members agree. If student does not qualify skip the IEP and snow day sections and Medicaid

**If student qualifies -** A draft IEP was presented. New goals were discussed. Progress report will be sent home concurrent with report cards. Testing accommodations were reviewed. Student meets the criteria for a (List out accommodations and be sure to mention how much extended time they will receive). Student will receive special education services (Note how much time student will receive for special education and related services) Extended school year services (note if the student will receive services or if more data will be needed to determine if extended school year services are needed.

If the student qualifies for special transportation - Student continues to qualify for Special Transportation 2 times per day (Be sure to note if the student will require a harness)

Note about field trips - On a field trip the student is able to ride a regular bus with a chaperone.

If the student will need special transportation for a field trip note if they will need a lift or that student does require special transportation for a field trip (be sure to note if a harness would be needed as well)

ARC chair explained the process of snow learning days. It was discussed that during snow learning days, the students will not receive specially designed instruction on these days. However; the student will receive individualized work to address specific needs. It was also discussed that there will be no related services offered on snow learning days; all related services besides transportation will be made up upon returning to the school. It was also discussed that there may be a possibility that transportation may be restricted if the Board of Education feels that students’ safety is an issue due to inclement weather.

Parent concerns – If not concerns just type Parent had no concerns at this time.

Annual Medicaid notice will be given to the parent. – if Medicaid release was not signed at the referral meeting and student qualifies for related services be sure to note the release was signed.

Minutes reviewed. All ARC members agree

A copy of all paperwork will be given to the parent. (If you will be sending them home in the back pack just note this in the minutes.

Recorded by

First Steps Transition meeting / Referral / Consent / Placement

ARC meeting date

ARC members present – If someone from the school staff attends the meeting that was not on the meeting notice it needs to be stated that the parent gave permission for the person to attend the meeting who was not on the meeting notice.

If you have scheduled the meeting less than 7 days prior to the meeting date put in the statement: the parent agreed to the date and time of the meeting.

If parent participates by phone be sure to note this or if parent gave ARC members permission to have the meeting and to send home the paperwork.

If there have been 2 contacts made with the parent 1 by phone and 1 meeting notice sent home or 2 meeting notices send home to the parent and the parent still does not attend and you are not able to reach them by phone the day of the meeting you can proceed with the meet just note that 2 notices were given to the parent 7 days prior to the meeting.

Parent rights were offered and reviewed. If parent did not attend note a copy of parent rights will be sent home with todays copies.

Purpose of today’s meeting

First Steps paperwork was reviewed.

**If evaluations need to be completed** - Based on the information more data is needed to determine eligibility. A referral was reviewed. All ARC members agree the referral indicates the need for an evaluation. The initial evaluation was reviewed. The student will be evaluated in the areas of –

Parent gave consent for the evaluation

The school has 60 school days or before the student turns 3 to complete the evaluation / evaluations and meet back with the parent to discuss results.

**If you get consent skip to parent concerns to finish minutes.**

**If no evaluations are needed** – A referral was discussed and all ARC members agree with the referral. The initial evaluation was reviewed. Parent gave consent to use existing information to determine eligibility. The eligibility was reviewed and all ARC members agree. Parent gave consent for student to receive services at the school.

A draft IEP was presented. New goals were discussed. Progress report will be sent home concurrent with report cards. Testing accommodations were reviewed. Student meets the criteria for a (List out accommodations and be sure to mention how much extended time they will receive). Student will receive special education services (Note how much time student will receive for special education and related services) Extended school year services (note if the student will receive services or if more data will be needed to determine if extended school year services are needed.

If the student qualifies for special transportation - Student continues to qualify for Special Transportation 2 times per day (Be sure to note if the student will require a harness)

Note about field trips - On a field trip the student is able to ride a regular bus with a chaperone.

If the student will need special transportation for a field trip note if they will need a lift or that student does require special transportation for a field trip (be sure to note if a harness would be needed as well)

ARC members discussed that the student will be turning 3 on The student will be able to start preschool on as long as all enrollment paperwork has been completed and turned in.

Parent concerns – If not concerns just type Parent had no concerns at this time.

Medicaid release was signed/ Annual notice was given to the parent – only if student receives related services.

Minutes reviewed. All ARC members agree

A copy of all paperwork will be given to the parent. (If you will be sending them home in the back pack just note this in the minutes.

Recorded by