

DATE SENT/DELIVERED:

AMARILLO INDEPENDENT SCHOOL DISTRICT
SPECIAL EDUCATION DEPARTMENT

AMARILLO, TEXAS
NOTICE OF THE ADMISSION, REVIEW, AND DISMISSAL
(ARD) COMMITTEE MEETING

INVITATION TO A MEETING

STUDENT _____ SCHOOL _____

We know your education is important to you. Because you have a voice in that education, we are asking and encouraging you to come to this meeting so we can all talk about your educational program.

When and where will the meeting be held?

DATE _____ TIME _____ LOCATION _____

You may bring any person with you that you believe knows you well and is concerned about your education (parents, grandparents, coach, favorite teacher, support group member, etc.). We do ask that you let us know if you are planning to bring someone with you. (These meetings usually last from 45 minutes to one hour but may be shorter or longer depending on the amount of discussion.)

Who else is invited to this meeting?

We will send an invitation to your parent. These people from your school will attend: the Principal or Assistant Principal, one of your regular education teachers, a special education teacher (one who works with you if you are already getting special education services), a teacher of career and technology courses, and the educational diagnostician and/or speech therapist. The following people whom we believe know you and/or have useful information to share (including outside agencies that may provide services) will also be invited:

What will we talk about at the meeting? If you have questions or want to talk about other educational services not listed we will talk about those, too, but we especially need to discuss:

- | | |
|--|---|
| <input type="checkbox"/> Your strengths and academic progress | <input type="checkbox"/> Your concerns about school |
| <input type="checkbox"/> Your behavior/discipline | <input type="checkbox"/> Skills you need to master (IEP) |
| <input type="checkbox"/> Your high school graduation plan | <input type="checkbox"/> Your disability and need for Special Education (eligibility) |
| <input type="checkbox"/> Your interests, preferences and goals for after high school and what we can do to help you reach those goals (transition) | |
| <input type="checkbox"/> Special education services available to you during the school year (placement) and during the summer (ESY) | |
| <input type="checkbox"/> New testing results: <input type="checkbox"/> Texas Assessment of Knowledge and Skills (TAKS) or alternative assessments | |
| <input type="checkbox"/> Full Individual Evaluation Report | |
| <input type="checkbox"/> Other subjects (if any) to be discussed: _____ | |

Instead of having a meeting we thought about having a student/teacher conference or relying on decisions made before about your disability and educational needs and/or leaving your educational program as it is.

But, we are going to have the meeting because either you requested it, or reviewing new evaluation data or changing your educational placement requires us to meet, or your educational program/progress toward graduation must be reviewed by this group at least once a year. Other reasons (if any) for having this meeting:

If you have questions about your program or this Invitation to a Meeting (ARD Notice) or if you would like a copy of the Notice of Procedural Safeguards (which explains the rights of a student with a disability), please call

You can also call one of these agencies: Uniting Parents (1 -888-892-2273) or Advocacy, Inc. (1 -800-866-4726). You can access the Notice of Procedural Safeguards at this website: <http://www.tea.state.tx.us/special.ed/explansaf/>

Please keep page one for your records and return this page to:

STUDENT _____

SCHOOL _____

Please check appropriate statements below and return.

- I would like to talk to someone about what's going to happen at the meeting before this meeting. Please contact me.
- I will attend the meeting on (Date) _____ at (Time) _____
- I will not be able to attend the meeting; please have it without me. (Someone from the school will contact you after the meeting about the decisions made. If you would like to ask for a conference or another meeting after that, we will schedule one.)
- I cannot come to this meeting. Please contact me to set up a different time.

Comments:

Signature of Parent, Guardian, or Surrogate Parent

Date

Signature of Interpreter, if used

Date