

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**

TO \_\_\_\_\_ STUDENT \_\_\_\_\_ SCHOOL \_\_\_\_\_

We know your child's 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 child's educational program.

When and where will the meeting be held?

DATE \_\_\_\_\_ TIME \_\_\_\_\_ LOCATION \_\_\_\_\_

You may bring any person with you that you believe knows your child well and is concerned about his/her education (grandparents, child care provider, personal attendant, 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?

Since we will be talking about your child's future, we will invite him/her to tell us about those plans. These people from your child's school will attend: the Principal or Assistant Principal, one of your child's regular education teachers, a special education teacher (one who works with your child if he/she is 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 your child and/or have useful information to share (including outside agencies that may provide services) will 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:

- Your child's strengths and academic progress
- Your child's behavior/discipline
- Your child's high school graduation plan
- Your child's interests, preferences and goals for after high school and what we can do to help him/her reach those goals (transition)
- Special education services available to your child during the school year (placement) and during the summer (ESY)
- New testing results:  Texas Assessment of Knowledge and Skills (TAKS) or alternative assessments  
 Full Individual Evaluation Report
- Your and your child's concerns about school
- Skills your child needs to master (IEP)
- Your child's disability and need for Special Education (eligibility)
- Other subjects (if any) to be discussed: \_\_\_\_\_

Instead of having a meeting we thought about  having a parent/teacher conference or  relying on decisions made before about your child's disability and educational needs and/or  leaving your child's 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 child's educational placement requires us to meet, or  your child's 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 child's 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 the parent of a child 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 before this meeting. Please call me at this phone number \_\_\_\_\_
- 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.  
 I will call to set up a different time.

Comments:

\_\_\_\_\_  
Signature of Parent, Guardian, or Surrogate Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Interpreter, if used

\_\_\_\_\_  
Date