ARD REQUIRED Documents for Students with Visual Impairments

A TSVI must be present at EVERY ARD meeting for a Student with a Visual Impairments

**Annual ARD**

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| IEPS\_\_\_\_\_\_\_ | * Close out previous years IEPs including Progress Notes * Create new Measurable VI IEP Goals based on the ECC |
| PLAAFP\_\_\_\_\_\_\_\_ | * Create a PLAAFP to update information about student’s progress on IEPs and on Expanded Core Curriculum |
| Schedule of Services\_\_\_\_\_\_\_\_ | * Make sure that VI Service Time (Direct and Indirect) is documented correctly * Make sure O&M services and times are addressed and documented as well (sometimes O&Ms are not reminded of ARDs) |
| TSBVI Information\_\_\_\_\_\_\_\_ | * Provide parents a copy of TSBVIs “Information for Parents” in the parents Native Language * Document with Signature page that TSBVI Information was distributed to parents |
| Consent for Release of Information for VI/DB Registration\_\_\_\_\_\_\_\_ | * Provide parent with Consent for Release of Information for VI/DB Registration for Signature * Make sure parent understands document before obtaining signature * Explain that this document helps provide APH Quota funds for our students * Present a document with Brochure of Parent Resources for Students with Visual Impairments |
| VI Supplement\_\_\_\_\_\_\_\_\_\_ | * Complete VI Supplement for Student utilizing current information from PLAAFP and LMA |
| Benefits of Braille\_\_\_\_\_\_\_\_\_\_\_ | * Complete Benefits of Braille for Student based on LMA |
| Release of Confidential Information\_\_\_\_\_\_\_\_\_ | * For Updated Eye Reports, Permission to release information to Workforce Commission, Doctor / Medical Information, and any other information that might be needed to develop the best plan for your student with a visual impairment |
| Upload Documents\_\_\_\_\_\_\_\_\_\_ | * Make sure to upload important documents such as Benefits of Braille and Updated Eye Reports so that it is easily accessible. |

**REED**

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| State of Texas Interagency Eye Report\_\_\_\_\_\_\_\_\_\_ | * Obtain the most recent copy of the student’s Eye Report to see if there has been any significant change in the student’s vision; **if there is any significant change in vision, a re-evaluation should be completed.** |
| Interviews\_\_\_\_\_\_\_\_\_\_ | * Obtain updated interview information from parents, teachers, and student to ensure that no further evaluation is required. |
| Reed Form or Report\_\_\_\_\_\_\_\_\_\_ | * Depending on your district’s Special Education Program, complete a REED form or Report that will include updated information about the student’s progress, growth, and needs including accommodations and modifications. |
| O&M\_\_\_\_\_\_\_\_\_\_ | * Make sure O&M Specialist has been contacted about the REED; Remind District that **O&M must ALWAYS be considered during every Re-Evaluation and/or REED, even if they are not currently receiving services.** * O&M should submit REED/Consideration Form |