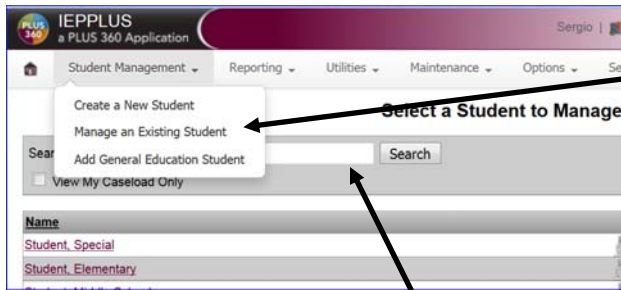
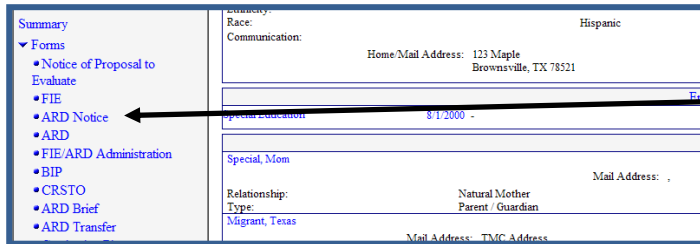


Preparing ARD Notices (Invitations) Step-by Step



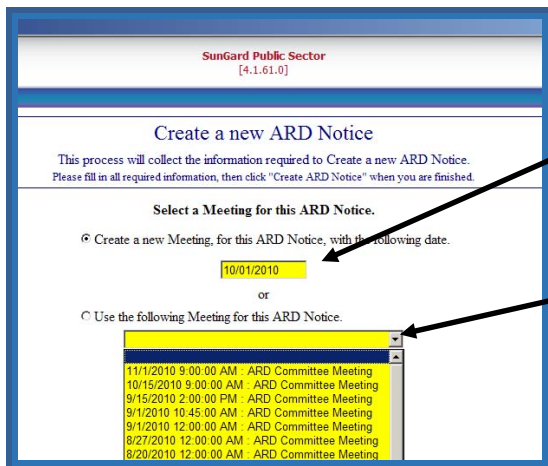
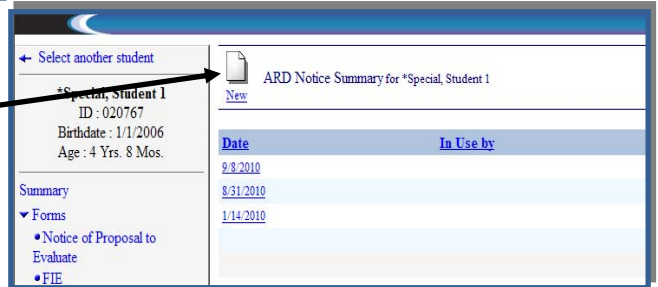
1. Click on: Manage an Existing Student

2. Locate Student



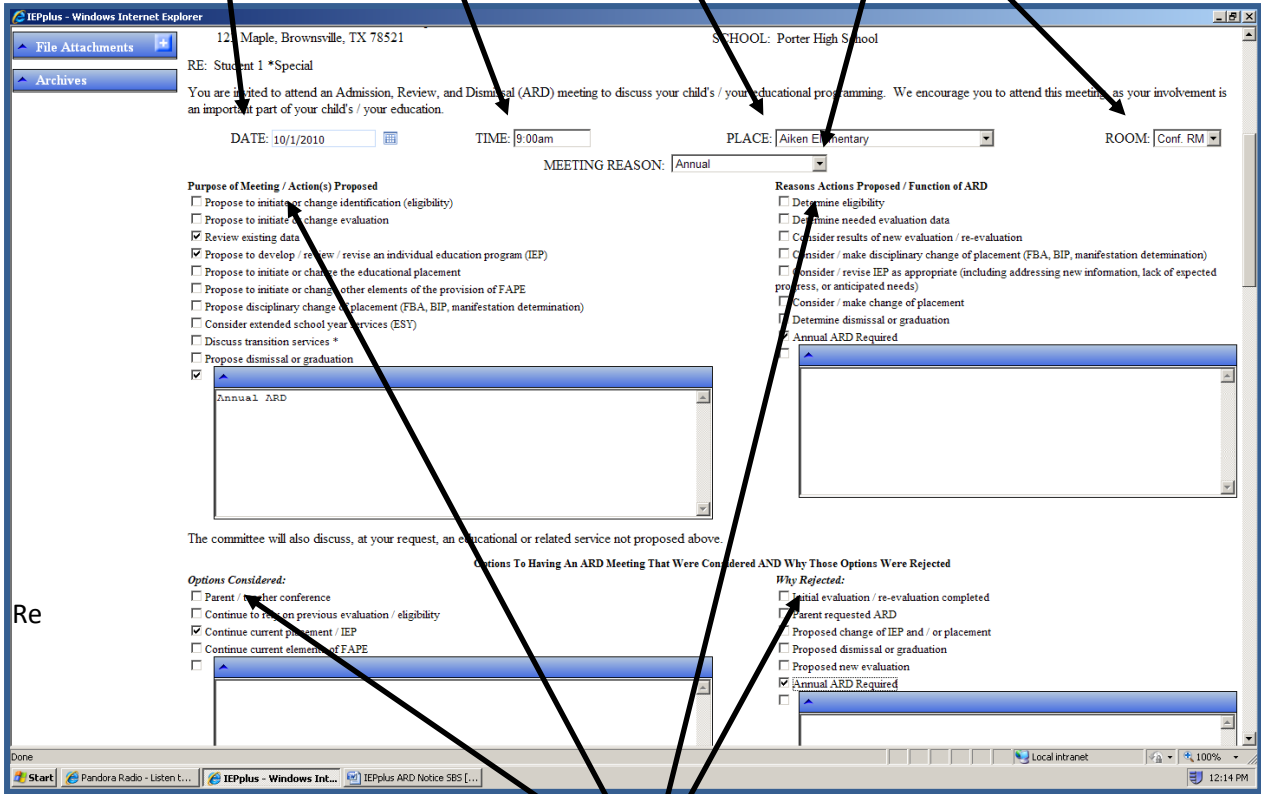
3. Click on: ARD Notice

4. Click on: New

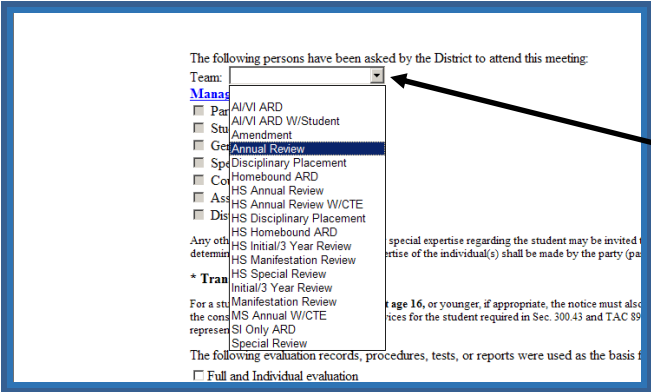


5. Enter the Date the meeting will be held if the Invitation is being completed first.
Or
Select the ARD meeting from the Drop down, if the ARD document has already been opened by the teacher.

6. Enter: Date, Time, Place, Room, Reason



7. Always address all 4 AREAS.



8. Select Member Team from the Drop down

Explorer

Full and Individual evaluation
 School records (e.g. grades, attendance reports, teacher's observations, achievement test scores, career and technology education results).
 Functional Vocational Evaluation
 Independent educational evaluation reports / reports from outside agencies
 Parent information

Other factors relevant to the proposal to have an ARD committee meeting (describe if applicable):

The parents of a child with a disability / adult student are / is protected under the Procedural Safeguards of the Individuals with Disabilities Education Act. If you need assistance in understanding this document, please call:
 BISD Special Services Department at: 956-548-8400

OR
 Region One Educational Service Center at: 956-984-6000

If the meeting was conducted without a parent in attendance, document contacts or attempts to contact the parent(s) to ensure they agreed on time and place) including phone calls made or attempted, correspondence, visits made to the home, or parent's place of residence.

1st contact / attempt: _____ Date _____ by _____
 Results: _____

2nd contact / attempt: _____ Date _____ by _____
 Results: _____

3rd contact / attempt: _____ Date _____ by _____
 Results: _____

Other: _____

Please choose a letterhead for the return sheet:
 Aiken Elementary

Letterhead for Return Sheet will print as follows:

- 9. Check off any areas that apply.
- 10. Select School from the Drop down
- 11. Click SAVE

SunGard Public Sector (4.1.61.0)

NOTE: Contact/Student's dominant language is Spanish

Reports: Notice of ARD
 Notice of ARD
 Spanish Notice of ARD

[Print Preview](#)

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT
 1900 Price Road
 Brownsville, Tx. 78521
 956-548-8000
 WWW.BISD.US

NOTICE OF THE ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING (ARD)
 Invitation to Meeting

applicable. A notice of an ARD committee meeting to the parent of an adult student (unless the parent has been granted guardianship of the student) does not constitute invitation to, or create a right for, the parent to attend the meeting. However, the adult student or the school district may invite individuals who have knowledge or special expertise regarding the student, including the parent.

- 12. Click on Notice of ARD (for English) Or Spanish Notice of ARD (for Spanish)
- 13. Print Preview

IEPLUS - Windows Internet Explorer

IEPLUS SunGard Public Sector (4.1.61.0)

*Special, Student 1
 Student ID - 020767
 Age - 4 Yrs. 9 Mos.
 ARD Notice - created 9/13/2010 12:15 PM
 9/13/2010 -
 Form ID - 163115

Save Return

NOTE: Contact/Student's dominant language is Spanish

Date Sent: 9/13/2010

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

NOTICE OF THE ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEETING (ARD)
 Invitation to Meeting

Check if applicable. A notice of an ARD committee meeting to the parent of an adult student (unless the parent has been granted guardianship of the student) does not constitute invitation to, or create a right for, the parent to attend the meeting. However, the adult student or the school district may invite individuals who have knowledge or special expertise regarding the student, including the parent.

Student should receive a copy of the Notice of ARD.

TO: Student 1 *Special
 123 Maple, Brownsville, TX, 78521
 TO: To the Parent / Guardian of Student 1 Special
 123 Maple, Brownsville, TX 78521
 RE: Student 1 *Special

You are invited to attend an Admission, Review, and Dismissal (ARD) meeting to discuss an important part of your child's / your education.

Validation
 Ready For Review
 Lock
 Finalize

File Attachments
 Archives
 9/13/2010 at 3:54 PM

- 14. Lock
- 15. Finalize
- You may unlock if changes are needed.
- Then relock and Finalize