Creating an Annual ARD
(revised 08/05/2019)

Annual ARDs must always be created using   The NEW Button.

By following these new steps, this process will;

    a.   Automatically end the old placement on the date of the new ARD.

    b.   Automatically place end dates on the previous ARD's Goals and Objectives.

    c.   Automatically copy all information from the last ARD forward into the new ARD.

    d.   Automatically move the "next year's schedule of services" to the current year and duplicates it for the next year's schedule of Services including the related services.

    e.   Avoid gaps and overlaps in placements.

This process will allow teachers to create ANNUAL ARDs easier and quicker than before.

Annual ARDs must always be created using the NEW button.

Revise is only used for amendments or special ARDs.

<u>Please follow these steps to create an Annual ARD meeting</u>

In this example, we are creating an Annual ARD that will be held on 9-20-2018

1. **Always create the ARD Notice (Invitation) first.** The steps to create the ARD notice are the same. The steps are located on the special services webpage on the IEPplus Resources tab.

2.

> 2.Click on NEW button

> 1.Go to the ARD section

> Do not use Revise for Annual ARDs

3.

> 1.Select the Date of the ARD from dropdown. This info. Comes from the Invitation you created.

Create a New ARD

This process will collect the information required to Create a new ARD.
(Please complete each step, then click "Create ARD" when you are finished.)

Meeting Selection Title

1/15/2011 9:00:00 AM : ARD Committee Meeting : Annual

Previous Step   Next Step   Cancel

4. This Annual ARD will be held on **9-20-2018.**

1. The Day before the ARD should appear here **(9-19-2018**). This date will be correct 99% of the time. You will need to change it if the placement of the previous ARD has ended prior to this date. In this case, you need to enter the end date of the previous placement. This occurs when the Annual ARD is not held within timelines.

Create a New ARD
This process will collect the information required to Create a new ARD.
(Please complete each step, then click "Create ARD" when you are finished.)

Step 3) Select the Services for this ARD.

Enter a date to select Current records.

09-19-2018

Add Recommended Records to the ARD according to one of the following Options :

Option 1 ⊙ CREATE new records from the selected Current records. (i.e. Initial Referrals, Annual Review, Re-Evaluation)
OR
Option 2 ○ Select existing student records. (i.e. evaluation meetings, review placements, etc.)

Create new placements/services /courses for the following date ranges.

Enter a date range (start and end) to create new placements/services/courses in the **Recommended section** of the ARD.

09/21/2018 to **05/30/2019** ☐ Check to Increase Grade

Enter a date range (start and end) to create new placements/services/courses in the **Summer section** of the ARD.

to ☐ Check to Increase Grade.

Enter a date range (start and end) to create new placements/services/courses in the **Next Recommended section** of the ARD.

08/19/2019 to **09/20/2019** ☐ Check to Increase Grade

Previous Step   Next Step   Cancel

2. Leave on OPTION 1

3. Day After ARD

4. Last day of school year: 05/30/2019

6. Annual Date. One year from the date of the ARD

5. First day of classes next year: 08/19/2019

7. Check to increase Grade.

8. Click: Next Step

5.

Create a New ARD
This process will collect the information required to Create a new ARD.
(Please complete each step, then click "Create ARD" when you are finished.)
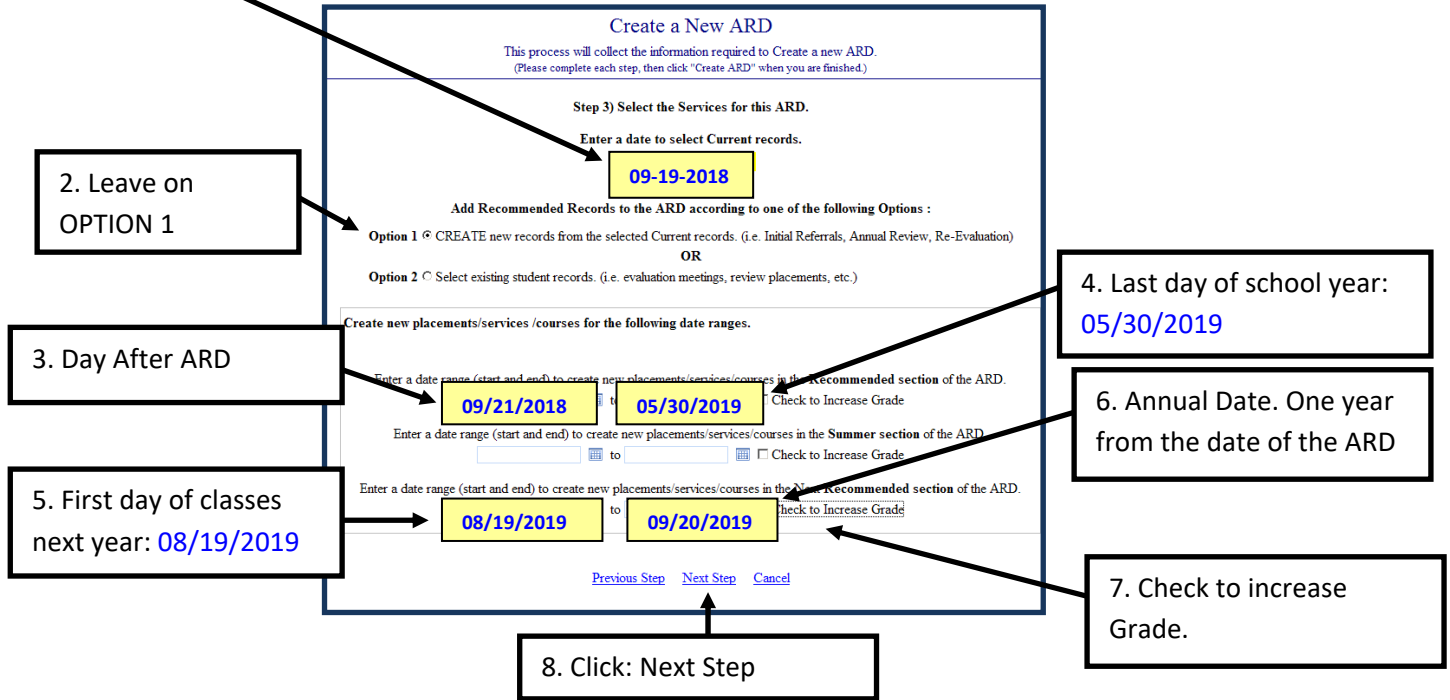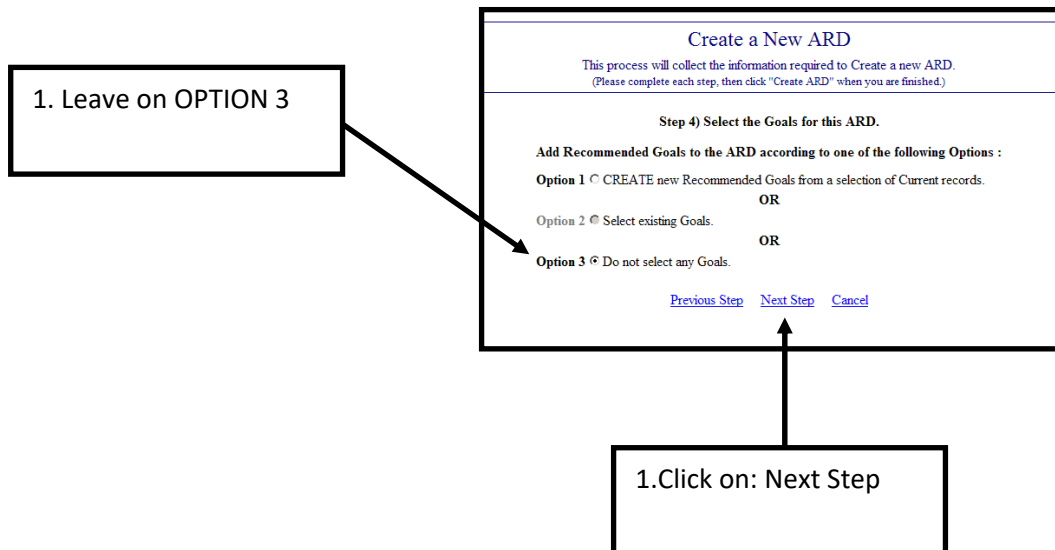
Step 4) Select the Goals for this ARD.

Add Recommended Goals to the ARD according to one of the following Options :

Option 1 ○ CREATE new Recommended Goals from a selection of Current records.
OR
Option 2 ○ Select existing Goals.
OR
Option 3 ⊙ Do not select any Goals.

Previous Step   Next Step   Cancel

1. Leave on OPTION 3

1.Click on: Next Step

6.

1. Do not change this.

2. Adjust the Name of ARD if needed.

3. The letterhead is defaulted to BISD. All ARDs should have BISD as the letterhead. Do not change it.

4. Click on Create ARD

Create a New ARD
This process will collect the information required to Create a new ARD.
(Please complete each step, then click "Create ARD" when you are finished.)

Step 5) Select Additional Information for this ARD.

Evaluations :
- ○ Place ALL of the student's Evaluations on the ARD
- ● Place only the LATEST of each type of the student's Evaluations on the ARD

for the date range between _____ and 1/15/2011

Enter a Name for the ARD :
Annual - 1/15/2011

Select a Type for the ARD :
ARD

Select the Letterhead for this ARD :
Brownsville ISD

Previous Step   Create ARD   Cancel

7. Your ARD document will appear.

Assessment
TAKS
Participation In District Assessments
Least Restrictive Environment
Placement
Removal From General Education Classroom
Removal From General Education Campus
Opportunity To Participate In Nonacademic Activities
Consideration Of Potential Harmful Effects
Schedule Of Services
Placement Determination
Assurances
Committee Minutes
Committee Signatures
View All

▲ Maintenance
Form Information
Refresh
Mass Statement Change
Rapid Entry
Rapid Grid Entry
Delete

▲ Validation

Reports : ARD   Print Preview

NOTE: Contact/Student's dominant language is Spanish

Save   Return

(Meeting)
Date of Meeting
1/15/2011
☐ Amendment to the ARD

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF SPECIAL EDUCATION
ADMISSION, REVIEW AND DISMISSAL COMMITTEE MEETING

☐ Admission
☐ Review
☐ Dismissal
☐ 3 Year Reevaluation
☑ Transfer/Annual

Student Name: Student 1 *Special   Student ID#: 020767   Medicaid ID#:   Grade: 09
Date of Birth: 1/1/2006
Home Campus: Hanna High School   School: Hanna High School

☐ Yes ☐ No   An interpreter was needed and used to assist in conducting the meeting for parents with deafness or whose native language is other than English. If **YES**, specify the language or other mode of communication.

Go to Form Information

8.

Services/Placements/Courses
(Option 1 - This form was created by creating new recommended records from a selection of existing current records.)

Enter the date range for the services, placements and courses to include the records that you want to appear in the corresponding sections o...

Current:	1/14/2011	
Recommended:	1/16/2011	6/2/2011
Summer:		
Next Recommended:	8/22/2011	1/15/2012

Reset Service, Placement and Course Dates
(Save all changes, then set the start and end dates of ALL service, placement and course records in each section acc... to the dates set above.)

Goals
(Option 3 - This form was created without any goals.)

Enter the date range for the goals that you want to appear in the corresponding section... of thi...

Recommended:	1/16/2011	6/2/2011
Summer:		
Next Recommended:	8/22/2011	1/15/2012

Reset Goal Dates
(Save all changes, then set the start and end dates of ALL statement records in each section according to the dates set above.)

If you are going to create Goals for this school year and separate goals for next school year, then copy the dates from the Placements section to the Goals section. Most goals should follow this format.

If you are going to create goals that will run from annual ARD to Annual ARD, then skip this step.

9.

1. Click Save 2. Go to ARD Header	***Special, Student 1** Student ID - 020767 Age - 5 Yrs. 0 Mos. Transfer/Annual - 1/15/2011 1/16/2011 - 1/15/2012 Form ID - 181276

Save **Return**

NOTE: Contact/Student's dominant language is Spanish

▲ **Sections**
ARD Header and Meeting Information
Determination Of Present

Form Information

Form Name: Transfer/Annual - 1/15/2011

Form Date Range: 1/16/2011 to 1/15/2012

Letterhead: Brownsville ISD

10. You are ready to start working on your Annual ARD.

Don't forget to adjust the grade and years on the STAAR page. It does not do this automatically.

1/16/2011 - 1/15/2012 Form ID - 179942	**Participation in Statewide Assessment** **Texas Assessment of Knowledge and Skills (TAKS)**		
▲ **Sections** ARD Header and Meeting Information Determination Of Present Levels Of Academic Achievement And Functional Performance Determination Of Eligibility Present Levels Of Academic Achievement And Functional Performance Consideration Of Special Factors Consideration Of Assistive Technology Needs Development Of The Individual Education	**Grade:** 10 **School Year:** 2010 to 2011		

Subject	Assessment	Test Administration
☐ Reading (grades 3-9)?		
☑ Math (grades 3-11)?	TAKS-Accommodated	1
☐ Writing (grades 4 & 7 only)?		
☑ Social Studies (grades 8, 10, 11)?	TAKS-Accommodated	1
☑ Science (grades 5, 8, 10, 11)?	TAKS-Accommodated	1
☑ English Language Arts (grades 10, 11)?	TAKS-Accommodated	1

◉ Yes ○ No   Accommodations Needed?

Don't forget to adjust the years and semester on the SOS page. It does not do this automatically.

*Special, Student 1 Student ID - 020767 Age - 5 Yrs. 0 Mos. Annual - 1/15/2011 1/16/2011 - 1/15/2012 Form ID - 179942	**Save Return**	NOTE: Contact/Student's dominant language is Spanish	Reports : ARD Print Preview

SCHEDULE OF SERVICES

Add Courses

▲ **Sections**
ARD Header and Meeting Information
Determination Of Present Levels Of Academic Achievement And Functional Performance
Determination Of Eligibility
Present Levels Of Academic Achievement And Functional Performance
Consideration Of Special Factors
Consideration Of Assistive Technology Needs
Development Of The Individual Education Program (IEP)
IEP Header

Recommended Courses:

	INSTRUCTION			TEKS MODIFIED		GEN. ED.	SPE. ED.	PROGRESS/GRADE DETERMINED BY**		
	Year: 2010-2011 Semester: Spring							GEN. ED.	SPE. ED.	JOINT
	Effective Date: 1/16/2011 COURSE/CURRICULUM AREA			YES	NO	TIME	TIME			
Type BAND **Course** BAND I				○	◉			◉	○	○
Type BAND **Course** BAND I				○	◉			◉	○	○