

# Creating a Special ARD or Amendment using revise.

## Use these steps for all ARDs or Amendments that are NOT Annual ARDs.

(Special ARDs and Amendments are created using the REVISE button. Do not use the NEW button. Only Annual ARD meetings are created using the NEW button. If you need to create an Annual ARD, do not use these steps. Follow the Annual ARD Creation steps located on the Special Services Webpage.)

1. Go to ARD Notice Summary.

Create a new ARD Notice (Invitation) using the "NEW" button.

**You must create an ARD notice for an Amendment as well. It will not be sent to parents. Just complete the top part. Date, Time, Place, Room, and Meeting Reason: AMENDMENT and finalize it.**

Date	In Use by	Meeting
11/17/2013		12/2/2013 ARD Co Amendment
11/17/2013		11/15/2013 ARD Co Amendment
10/7/2013		10/4/2013 ARD Co Annual
9/25/2013		8/12/2013 ARD Co Amendment
8/9/2013		8/9/2013 ARD Co Annual
8/7/2013		8/9/2013 ARD Co Annual
5/29/2013		4/4/2013 ARD Co
3/8/2013		

2. Go to ARD Summary

Form	Type	Start Date	End Date	In Use By	Linked Form(s)	Meeting	Progress Reporting	Revise
Annual_10/24/2013	ARD	12/3/2013	10/24/2014		FIE (08/13/2013 - ) Functional Behavioral Assessment (10/24/2013 - ARD Committee Meeting)	12/2/2013 at 9:00 AM	Progress Reporting	Revise
Annual_9/16/2013	ARD	9/17/2013	10/24/2013		Student Transportation Service Request (10/24/2013 - ) Student Transportation Service Request (09/09/2013 - )	8/12/2013 at 9:00 AM	Progress Reporting	Revise
Initial/Annual_8/12/2013 (Revised from Annual_5/30/2013)	ARD	6/4/2013	8/9/2013		08/20/2012 (08/20/2012 - ) Review of Existing Evaluation Data (08/12/2013 - 08/12/2013)	8/9/2013 at 9:00 AM	Progress Reporting	Revise
Annual_6/3/2013	ARD	6/4/2013	8/9/2013		08/20/2012 (08/20/2012 - ) Prior Written Notice (06/11/2013 - ) Student with Autism or CP/CD (06/03/2013 - ) Consent for Disclosure of Confidential Information (06/03/2013 - )	8/9/2013 at 9:00 AM	Progress Reporting	Revise
Annual_02/09/2013	ARD	3/20/2013	02/09/2013		Consent for Disclosure of Confidential Information (04/04/2013 - ) Personal Care Services (04/04/2013 - ) Notice of Rights Transferred (age 18) (04/04/2013 - )	4/4/2013 at 9:00 AM	Progress Reporting	Revise

**You will be working with the same Annual form. At first glance it appears as if you unlocked the original Annual ARD. That is OK. That is the way it is supposed to work.**

3. Click on the Revise button

4. Use the dropdown to pick the correct date of the Special ARD or Amendment.

The date comes from the ARD Notice you created.

(Meeting) Date of Meeting: 12/18/2013

Amendment to the ARD

ARD History: 12/2/2013, 11/18/2013, 11/15/2013, 11/18/2013, 11/15/2013, 10/4/2013, 8/12/2013, 8/12/2013, 8/12/2013, 8/9/2013, 8/9/2013, 4/4/2013, 2/7/2013

Student Name: Special S  
Date of Birth: 2/7/2000  
Home Campus: BISSD Sp

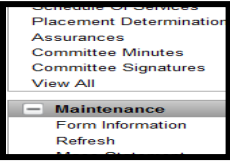
Student ID#: 020767 Medicaid ID#: 987654321 Grade: 0

School: BISSD Special Services Department

Interpreter was needed and used to assist in conducting this meeting for parents with deafness or whose native language is other than English. If YES, specify the language or other mode of communication.

5. The date of the ARD and the reason for the ARD will appear. This information comes from the ARD Notice you created. For Amendments, you must also click on the "Amendment to the ARD" box.

6. Go to:  
FORM INFORMATION



7. In this example, the Annual ARD was held **THIS SCHOOL YEAR** on 08/14/2019. We revised the Annual ARD and created a Special ARD or Amendment held on 09/04/2019.

8. Form Name: The original Annual ARD name and date will appear here. **Do not delete it. Add to it.**  
Annual-08/15/2019 / Special or Amendment -09/04/2019

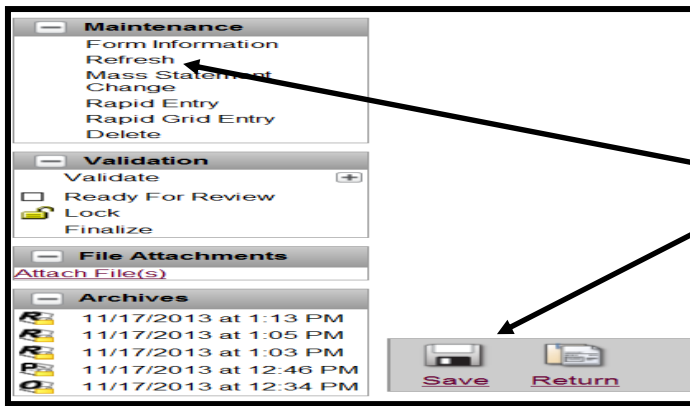
9. **FORM Date Range:**  
Do not change these dates.

10. **Current Date**  
Change this date to the day of the Special ARD or Amendment

11. **Recommended Placement:**  
Change this date to the day after the Special ARD or Amendment. In this example, the special ARD was held on 09/04/2017, so we enter 09/05/17 in this box.

12. **Placements:**  
If the Original Annual ARD was held this school year, (In this example, (yes) 08/28/2017), then you leave these 3 dates alone.

13. **Goals:**  
Do not change the Goal dates.



**14. Click: SAVE and then REFRESH.**

**You are now ready to work on the ARD document.**

7b. In this example, the Annual ARD was held the **PREVIOUS SCHOOL YEAR** on 05/02/2017. We revised the Annual ARD and created a Special ARD or Amendment held on 09/04/2017.

8b. Form Name: The original Annual ARD name and date will appear here. **Do not delete it. Add to it.**  
Annual-05/02/19 / Special or Amendment -09/04/19

**Form Information**

Form Name:

Form Date Range:  to

Evaluation/Test Date Range:  (LATEST evaluation/test of each type)

**9b. FORM Date Range:**  
Do not change these dates.

**10b. Current**  
Enter the date of the Special ARD or Amendment.

**Services/Placements/Courses**

(Option 1 - This form was created by creating new recommended r

Enter the date range for the services, placements and courses to include

Current:

Recommended:

Summer:

Next Recommended:

[Reset Service, Placement and Course Dates](#)

the start and end dates of ALL service, placement and course re

**11b. Recommended Placement:**  
Change this date to the day after the Special ARD or Amendment. In this example, the special ARD is 09/04/2017, so we enter 09/05/2017 in this box.

**12b. Placements:**  
If the Original Annual ARD was held last school year, (In this example, ( yes) 05/02/2017), then you move the end date from the next recommended to the recommended end date. Leave the Next Recommended start and end dates blank.

was created without any goals.)

for the goals that you want to appear in the correspo

ended:

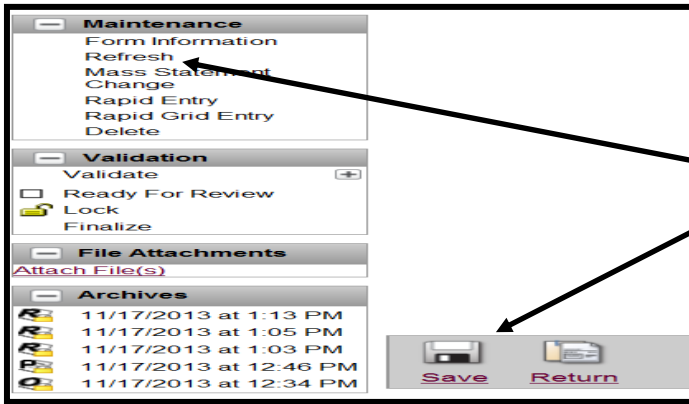
Summer:

Next Recommended:

[Reset Goal Dates](#)

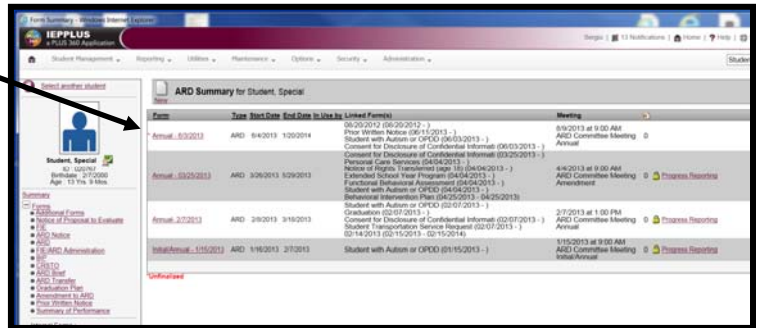
(Save all changes, then set the start and end dates of ALL statement records in each section according to the dates set above.)

**13b. Goals:**  
Do not change the Goal dates.



**14b. Click: SAVE and then REFRESH.**  
 You are now ready to work on the ARD document.

The system does create a new form. You will be working with the same ANNUAL ARD form. Click on the original form to view the original Annual ARD and any revisions or amendments made to that form.



The ARD History will display at the top of the ARD document. The Original ANNUAL ARD will appear on the bottom with an asterisk. ARD revision dates will appear, with the most current on top.

**BROWNSVILLE INDEPENDENT SCHOOL DISTRICT  
 DEPARTMENT OF SPECIAL EDUCATION**

**ADMISSION, REVIEW AND DISMISSAL COMMITTEE MEETING**

Date of Meeting: 12/18/2013

ARD History: 12/02/2013  
 11/18/2013  
 11/15/2013 \*

Admission  
 Review  
 Dismissal  
 3 Year Reevaluation  
 Special

Student Name: Special Student	Student ID: 020767	Medicaid: 987654321
Date of Birth: 02/07/2000	Grade: 09	
Home Campus: BISD Special Services Department	School: BISD Special Services Department	

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.

**DETERMINATION OF PRESENT LEVELS OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE**

Full and Individual Evaluation: Date: 8/13/2013

Disability/Eligibility Reports: Autism or Other Date: 8/13/2013

Related Service Reports:








Functional Behavioral Assessment Report Date: 10/24/2013



Functional Vision Report Date:

Functional Vocational Evaluation Report Date:

You will have the ability to view and print the original ARD and any Revised ARDs. They are located under the ARCHIVES section.

The screenshot displays a software interface with several sections:

- Rapid Grid Entry**  
Delete
- Validation**  
Validate   
 Ready For Review  
 Lock  
Finalize
- File Attachments**  
[Attach File\(s\)](#)
- Archives**
  -  11/17/2013 at 1:13 PM
  -  11/17/2013 at 1:05 PM
  -  11/17/2013 at 1:03 PM
  -  11/17/2013 at 12:46 PM
  -  11/17/2013 at 12:34 PM

At the bottom right, there are two buttons:  [Save](#) and  [Return](#).