

ARC MEETING AGENDA – Referral Meeting

Confidentiality: Do not allow a parent, teacher, etc. to discuss another student or issues that would identify another student. For further information concerning Confidentiality, review 707 KAR 1:360.

Membership for this meeting must include:

- District Representative
- Parent
- Regular Education Teacher
- Special Education Teacher
- Student (if appropriate)
- Others as Requested

STEPS:

<input type="checkbox"/>	1.	Introductions (give Chairperson a copy of the ARC Notice; Chairperson ensures all on ARC notice are present. If actual membership is different, document who and why)
<input type="checkbox"/>	2.	Determine Appropriate Membership - (as noted by those invited on ARC Notice – may use ARC Member excusal form)
<input type="checkbox"/>	3	Determine Educational Representative - (Should be completed before scheduling meeting, but review Educational Representative Form and make revisions if any information has changed)
<input type="checkbox"/>	4.	Procedural Safeguards - (Parent <u>cannot waive</u> . Give verbal/auditory explanation at least once. The written Procedural Safeguards Notice must be provided once per school year. Offer to answer questions at each meeting.
<input type="checkbox"/>	5.	Ground Rules and Parking Lot
<input type="checkbox"/>	6.	ARC Members Signatures (type attendees names prior to printing for signatures)
<input type="checkbox"/>	7.	Purpose of Meeting – (per ARC invitation; parents must be given prior notice of discussion topics)
<input type="checkbox"/>	8.	Parental Concerns & Input - (document in Conference Summary pg. 1.)
<input type="checkbox"/>	9.	Review the Referral for Multi-Disciplinary Evaluation - (Prior to, or as a part of the referral process the child must be provided appropriate, relevant research-based instruction and intervention services in regular education settings AND data-based documentation of repeated assessments of achievement or measures of behavior is collected and evaluated at reasonable intervals, reflecting systematic assessment of student progress during instruction. REFERRAL MUST BE COMPLETE AND MUST HAVE CHARTS/GRAPHS OF PROGRESS DATA)
<input type="checkbox"/>	10.	If a disability <u>is</u> suspected, (page 6 of Referral for Multi-Disciplinary Evaluation and Conference Summary Section III A, check all relevant options on the Conference Summary Section III A; complete Complete Consent to Evaluate, which now includes evaluation plan <input type="checkbox"/> After ARC change the Special Ed enrollment status to Z:Referred
<input type="checkbox"/>		If a disability <u>is not</u> suspected (page 6 of Referral for Multi-Disciplinary Evaluation and Conference Summary Section III A, check all relevant options on the Conference Summary Section III A and provide supporting documentation for the ARC’s decision in the Conference Summary Notes.
<input type="checkbox"/>	11.	Other Factors Relevant to the Action (complete Conference Summary Section VI)
<input type="checkbox"/>	12.	Description of Evaluation Procedures, etc. used as a Basis to Make Decisions - (ARC Summary pg. 1)
<input type="checkbox"/>	13.	Read Conference Summary Minutes Aloud
<input type="checkbox"/>	14.	Make 2 copies – Give copies of all documents from today’s meeting to parent/guardian and send one copy to CO. Originals go in red folder.

**► All decisions made during an ARC meeting are made by the ARC committee and no single individual.
 *Document Issues Discussed on Conference Minutes Page**