

❖ **Method to Schedule:**

- Please use Outlook Calendar to send the invites to all necessary ARC members. See attachment.
- ARC Meetings must be scheduled 2 weeks prior to the annual due date. Give yourself plenty of time.
- Ensure related service members are invited, even if on consultation/collaboration, as well as outside agencies for students turning 16 years old and older.

❖ **Case Manager Responsibilities:**

➤ **FOR ALL ARC meetings:**

- Monitor all timelines (initial and/or 3 year re-evaluation, annual etc.)
- maintain folder and documentation
- reserve location and let chairperson know the location for all ARCs
- send ARC notices to the parents/guardians. Notice should specifically indicate location of the meeting.
- Include all appropriate team members on the Notice of ARC
- Communicate with therapists, outside agency reps, principals, counselors etc. that are associated with the IEP or have been invited...it is case managers' responsibility to have all the appropriate team members at the table.
- Meetings should not be scheduled until confirmation from the chairperson has been received.
- Bring meeting notice(s) (hopefully at least 1 signed) to all meetings
- Bring brown folder to all meetings.

❖ **What to Bring to an ARC Meeting (Case Managers):**

➤ **Annual Review**

- Progress Data (on EVERY goal – non-negotiable...include data on individual benchmarks as appropriate or address these in the written analysis of data)
- Written analysis of data (non-negotiable)
- Due process folder
- New, draft IEP
- Accommodation Determination document
- Date of last written report (psychological report)
- A good base of knowledge regarding what is IN the brown folder (including important dates, such as but not limited to: 9th birthday if DD, date of last eligibility, previous eligibility category or categories etc.
- Excusal form and required input from any absent/excused ARC member
- Additional forms specific to that meeting – i.e. Medicaid, Consent for Outside Agency, Determination of Educational Representative – be sure you have created and printed ANY form that may require signatures during the meeting

➤ **Initial Referral Meeting**

- **Notes from the pre-referral meeting – this meeting will be scheduled with a general ed teacher, interventionist, facilitator, school psych etc. when a student enters Tier III to look at existing data/paperwork and discuss what would be needed (data, paperwork, referral) in the event a student does not make progress in the Tier III interventions and will need to be referred for a special education evaluation**
- Referral Paperwork completed (Facilitator will enter into iCampus)
- RTI Data (description of research based interventions, length of interventions, and progress data from each tier)
- Signed meeting notice(s)
- Be sure you have all related service people you need present!!!
- Be sure you have a school psych present

➤ **Re-evaluation Planning and/or Eligibility Meeting**

- All the items for annual review

- School Psychologist, and related service personal when appropriate.

❖ Notice of ARC:

- 1st contact – This is a personal contact made by the case manager to the parent/guardian – can be a phone call, email, student notebook, etc. **PLACE THIS CONTACT IN THE IC PARENT CONTACT LOG!!!**
- Once you arrange a date with the parent, go in to IC and create a meeting notice, selecting “2nd Notice” in the boxes at the top of the page. Next to the date, enter method and date of first contact.
- 3-5 school days prior to the meeting, create a “3rd Notice” in IC. If you did not receive a signed copy back from the parent, send it home using an alternate method than the previous copy (ie, if you sent the first paper copy home in the student’s folder/backpack, mail the next notice). **Follow up phone calls are always nice...REQUIRED if you have made that initial contact, sent a 2nd notice, sent a 3rd notice, and have not received anything back – note all attempts in IC parent contact log**
- You need to keep a copy of every notice you send home to a parent; not the method of delivery. Also use parent contact log in iCampus, but ultimately, 3 notices/attempts to notify the parent must be documented on the hard copy that will be placed in the Due Process Folder.
- A meeting cannot be held without a parent/guardian providing permission to so in their absence or EXTENSIVE documentation of multiple attempts to contact the parent, using multiple methods (i.e. paper notices sent home with student/mailed/hand delivered, phone calls, emails etc.)

❖ Timelines

- Accept responsibility for the entire IEP/re-eval process
- Demonstrate a sense of urgency in completing necessary tasks – ie, behavior observations, rating scales, progress reports etc.
- Timelines for transfer students –
 - In state students – ARC will convene within 30 school days of the student enrollment to look at the data collected over that 30 days in order to review documents and decide to either accept the documents from the other district or make amendments.
 - Out of state students – ARC will convene within 30 school days to look at data collected, review documents from out of state, write a “place holder” Clark County IEP, and plan an evaluation to determine eligibility in the state of KY – this process will follow a 60-day timeline!

❖ DATA:

- Concise, clear representation of student performance that YOU are personally responsible for completing
- Presented to parent in a visually clear method (guidance document says, “charts, tables, graphs, etc.)
- Visual representation of data MUST include a WRITTEN ANALYSIS – what does the data tell you? Patterns? Trends? Strengths? Weaknesses?
- Parents are provided a copy of data and written analysis
- Relate to each IEP goal/objective
- Copy placed in the due process folder (**With the IEP for which it corresponds**)
- Data should include operational definitions that are communicated to parent and ARC
- **Most importantly, data should be used to guide the creation of the next IEP...data based decisions are the key to student success!!! Use the data and the written analysis to explain the data IEP and the purpose of the goals/objectives to the ARC.**

Please note, if needed documents and items are not present at the ARC, the Facilitator has the responsibility to inform either building administration and/or the Director of Special Education. The facilitator may also request the ARC to be rescheduled if not all necessary items or team members are present for the meeting.