

Admission, Review, and Dismissal (ARD) 101 Introduction



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Parent or Parents

Throughout this video when the term “parent or parents” is used, the term includes the definition aligned to 34 CFR § 300.30. That definition includes biological or adoptive parent, foster parent, guardian, an individual acting in the place of a biological parent with whom the child lives or is legally responsible for the child’s welfare, or a surrogate parent as defined in 34 CFR § 300.519.

When "parent" is used throughout this video, this may include an adult student where appropriate.



Resources



Technical Assistance:
**Individualized Education
Program (IEP) Development**

Updated December 2023

TEA
Texas Education Agency

Texas SPED Support



[Technical Assistance: Individualized Education Program Development | Texas SPED Support](#)

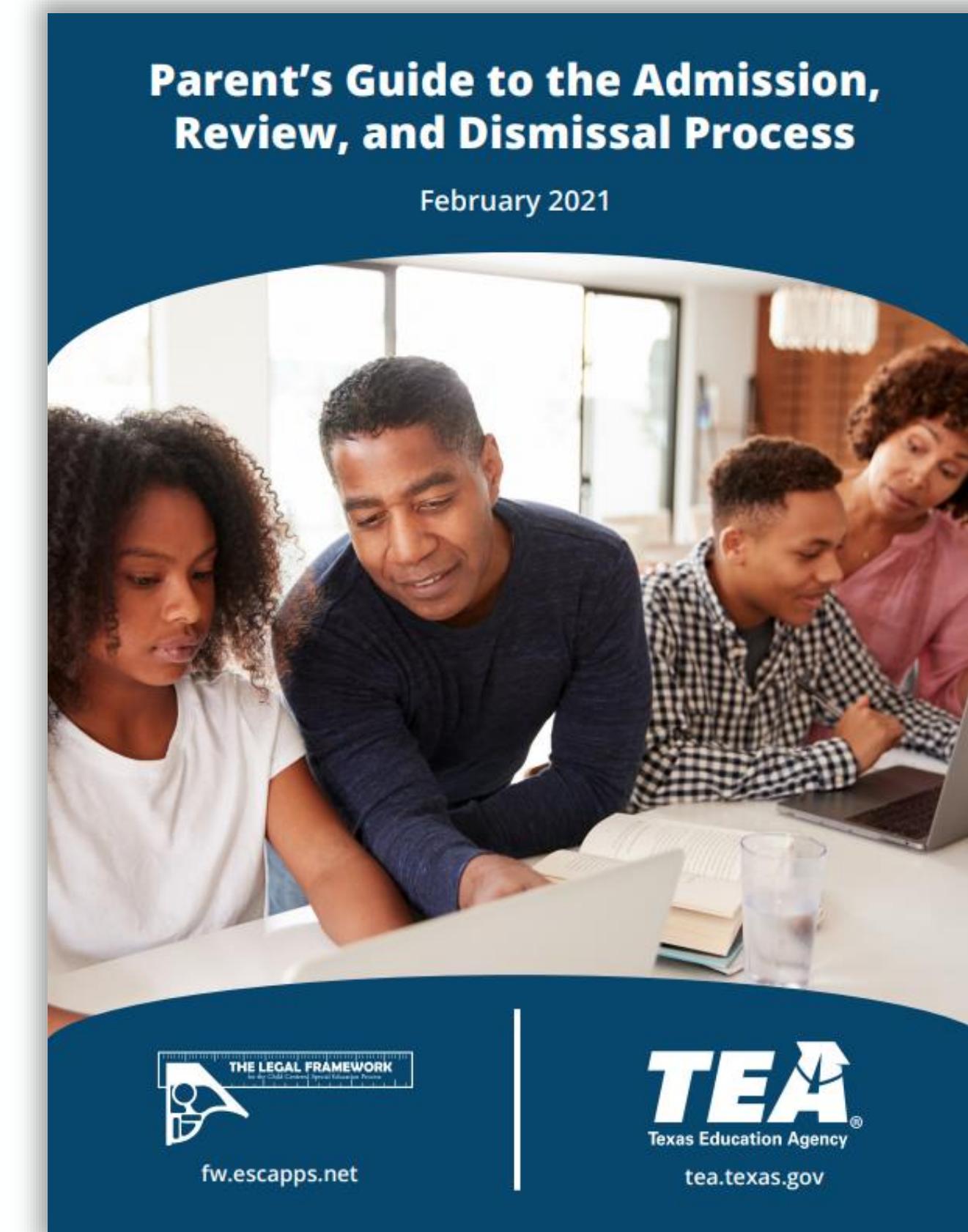
Resources



THE TEXAS LEGAL FRAMEWORK

for the Child-Centered Special Education Process

[Frameworks | Legal Framework \(escapps.net\)](https://fw.escapps.net/) –
Admission, Review, and Dismissal Committee



[Publications | Legal Framework \(escapps.net\)](https://fw.escapps.net/)

Learning Objectives

Participants will build knowledge and gain an understanding of the following:

- Different types of ARD committee meetings
- Requirements for notification of an ARD committee meeting

The ARD Committee

Students from Birth through Two Years of Age

- For a student from birth through two years of age with a **visual impairment** or who is **deaf or hard of hearing**, an individualized family services plan (IFSP) meeting must be held in place of an ARD committee meeting in accordance with 34 CFR, §§300.320-300.324, and the memorandum of understanding between the Texas Education Agency (TEA) and the Texas Health and Human Services Commission (THHSC).
- For students three years of age and older, school districts must develop an IEP.

19 TAC 89.1050(b)

The Admission, Review, and Dismissal (ARD) Committee

Following an initial evaluation, the ARD committee meets to:

- Decide whether the student meets eligibility requirements;
- Develop an individualized education program (IEP), if appropriate;
- Determine what special education and related services are needed to make progress and what services are needed.

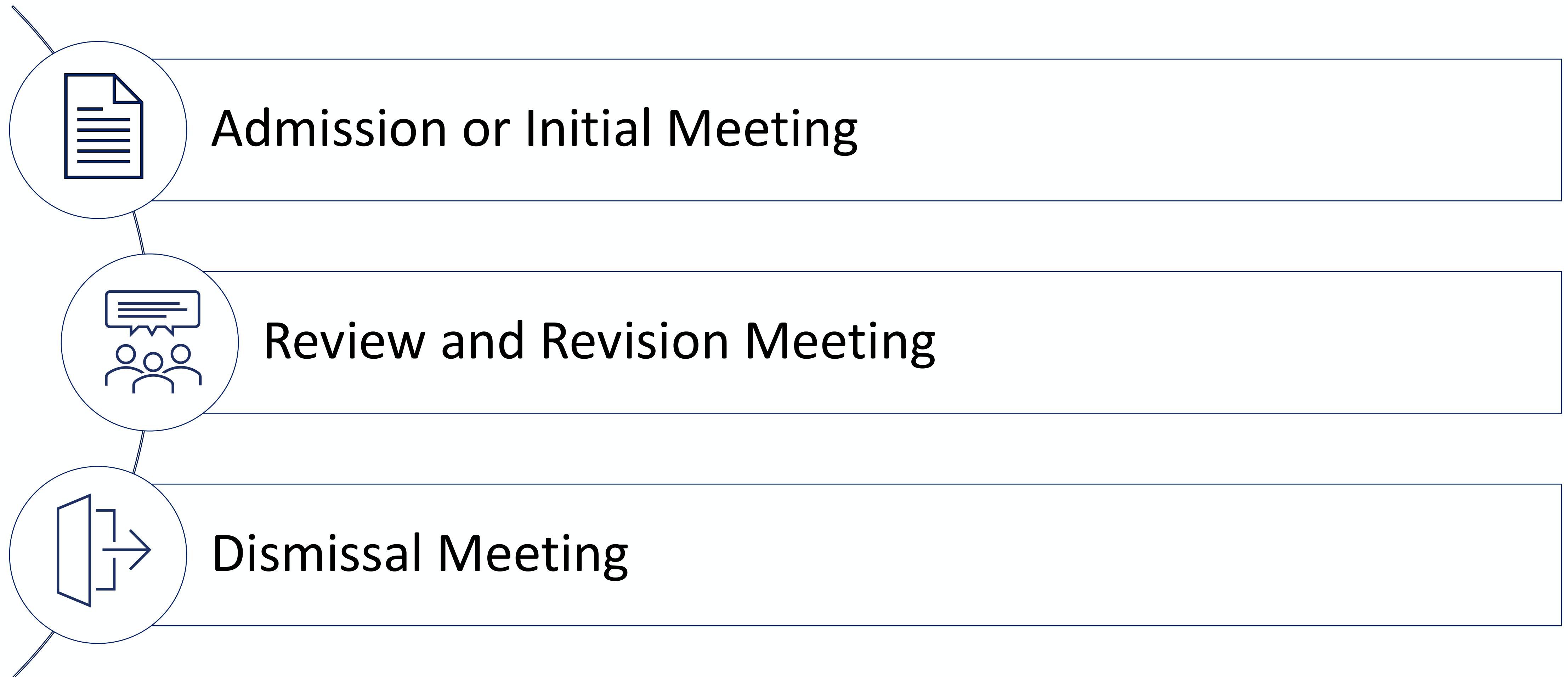
The Admission, Review, and Dismissal (ARD) Committee

The ARD committee meets at least annually to:

- Review the current IEP and the student's progress and
- Develop a new IEP for the upcoming year.

Types of ARD Committee Meetings

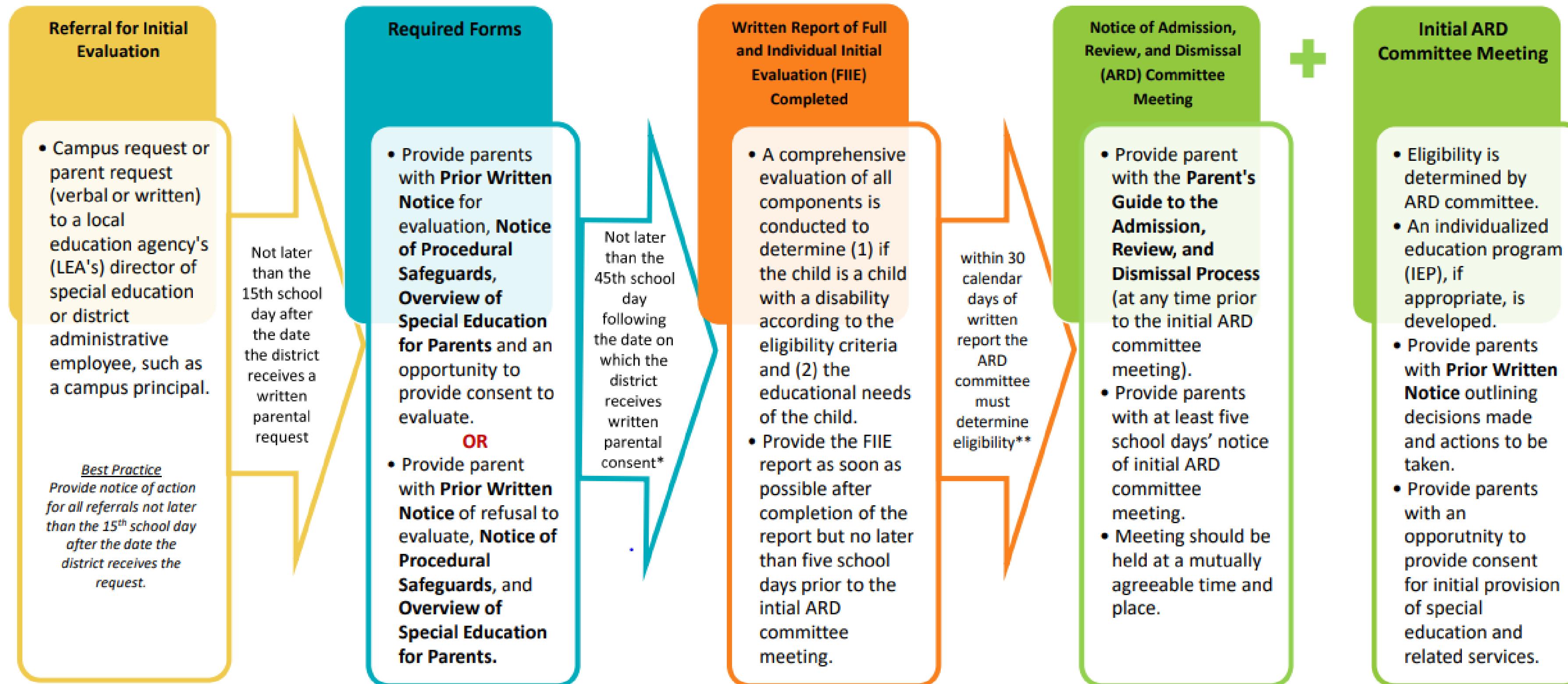
Types of ARD Committee Meetings



Admission or Initial ARD Committee Meeting

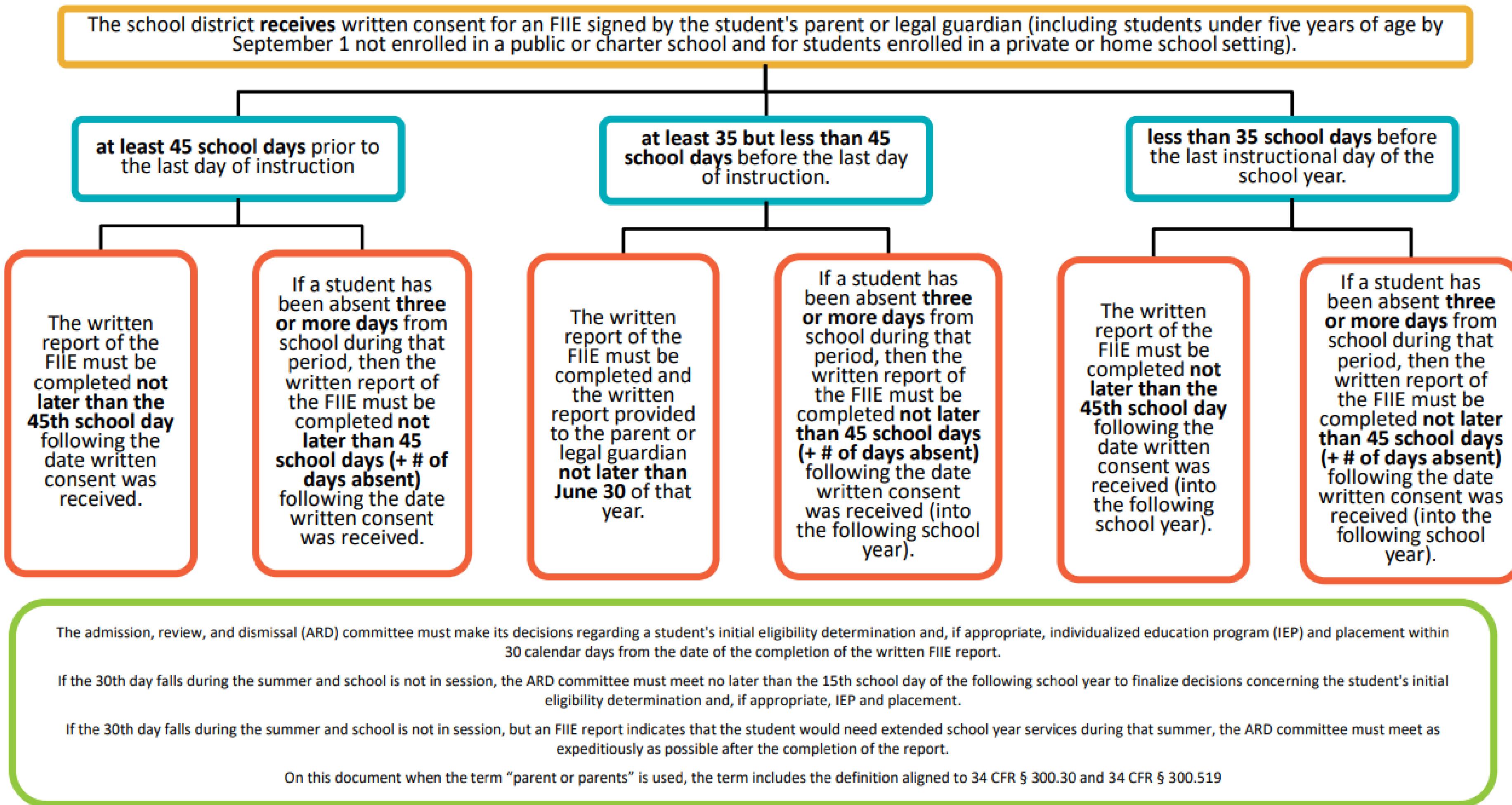


Special Education Initial Referral Timeline



[Special Education Initial Referral Timeline](#)

Special Education Full and Individual Initial Evaluation (FIIIE) Timeline



Special Education
Full and Individual
Initial Evaluation
(FIIIE) Timeline

Admission or Initial ARD Meeting

The initial ARD committee meeting must be conducted within **30 calendar days** from the date of the completion of the written full and individual initial evaluation (FIIIE).

A copy of the written FIIIE report must be provided to the parent as soon as possible after completion of the report, but no later than five school days prior to the initial ARD committee meeting, which will determine a student's initial eligibility.

Admission or Initial ARD Meeting Exception to the 30 Calendar Days “Rule”

If the 30th day falls during the summer and school is not in session, the ARD committee must meet not later than the 15th school day of the following school year.

Unless the initial evaluation indicates that the student requires ESY services during the summer

Review and Revision ARD Committee Meeting

- The ARD committee must review the student's IEP periodically but at least once a year.
- The annual review ARD committee meeting for each student must be held by the anniversary date of the previous annual ARD committee meeting.
- The local educational agency (LEA) is encouraged to align the annual review ARD committee meeting date and FIE due date for students scheduled for reevaluation.

Review and Revision of the IEP

The IDEA requires the ARD committee to revise the IEP as appropriate to address:

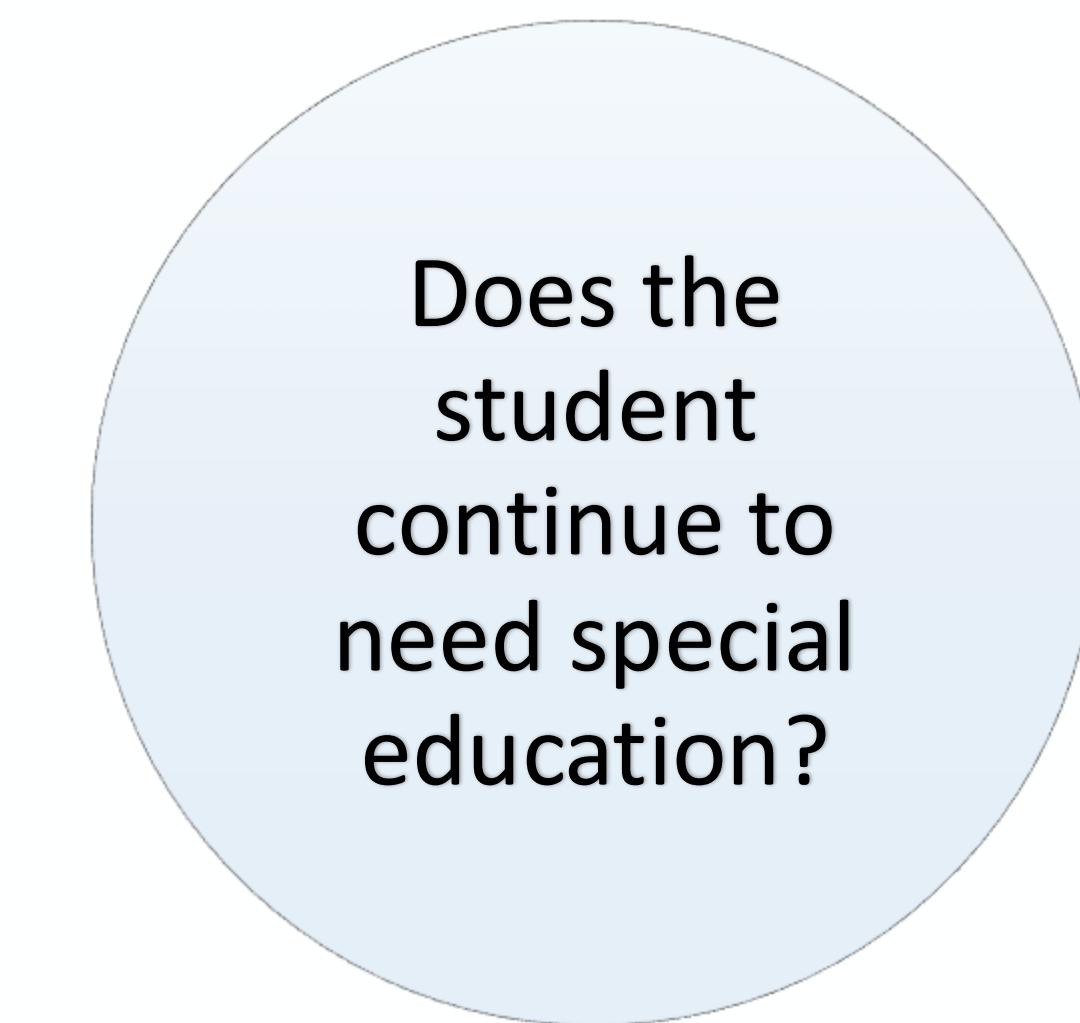
- A lack of expected progress toward the annual goals;
- Reevaluation results;
- Information provided to or by the parents that is needed to determine eligibility or continued eligibility, as well as the educational needs of the student;
- The student's anticipated needs; or
- Other matters.

[Sec. 300.324 \(b\) - Individuals with Disabilities Education Act](#)

Dismissal ARD Committee Meeting

Evaluation

- A public agency must evaluate a child with a disability before determining that the child is no longer a child with a disability.
34 C.F.R. § 300.305(e)(1)



Student Transfers

In-State
Transfers

FAPE
provided
(comparable
services)

The IEP from previous LEA
adopted and
implemented from
previous LEA
or
an IEP is developed,
adopted, and
implemented **within 20
school days from the date
of verification**

Student Transfers

Out-of-State
Transfers

FAPE
provided
(comparable
services)

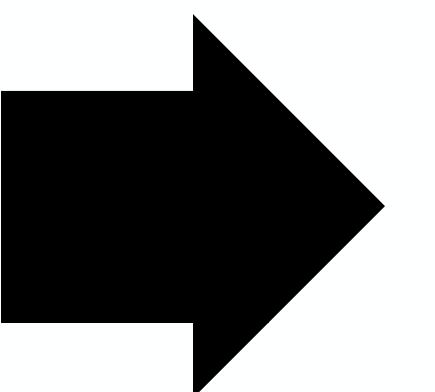
Evaluation Accepted =
IEP adopted and
implemented within 20
school days from the
date of verification

Evaluation Needed =
Follow initial evaluation
procedures and
timelines

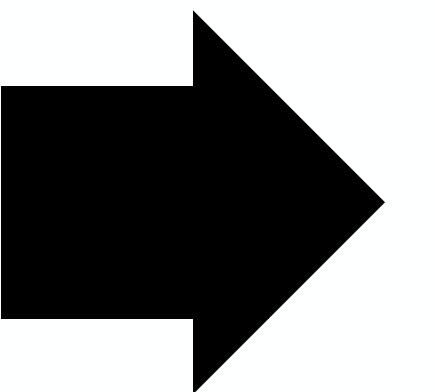
[19 TAC §89.1055\(s\)\(2\)](#)

Student Transfers in the Summer

Registers between last day of instruction in the spring and the first day of classes in the fall of the new school year

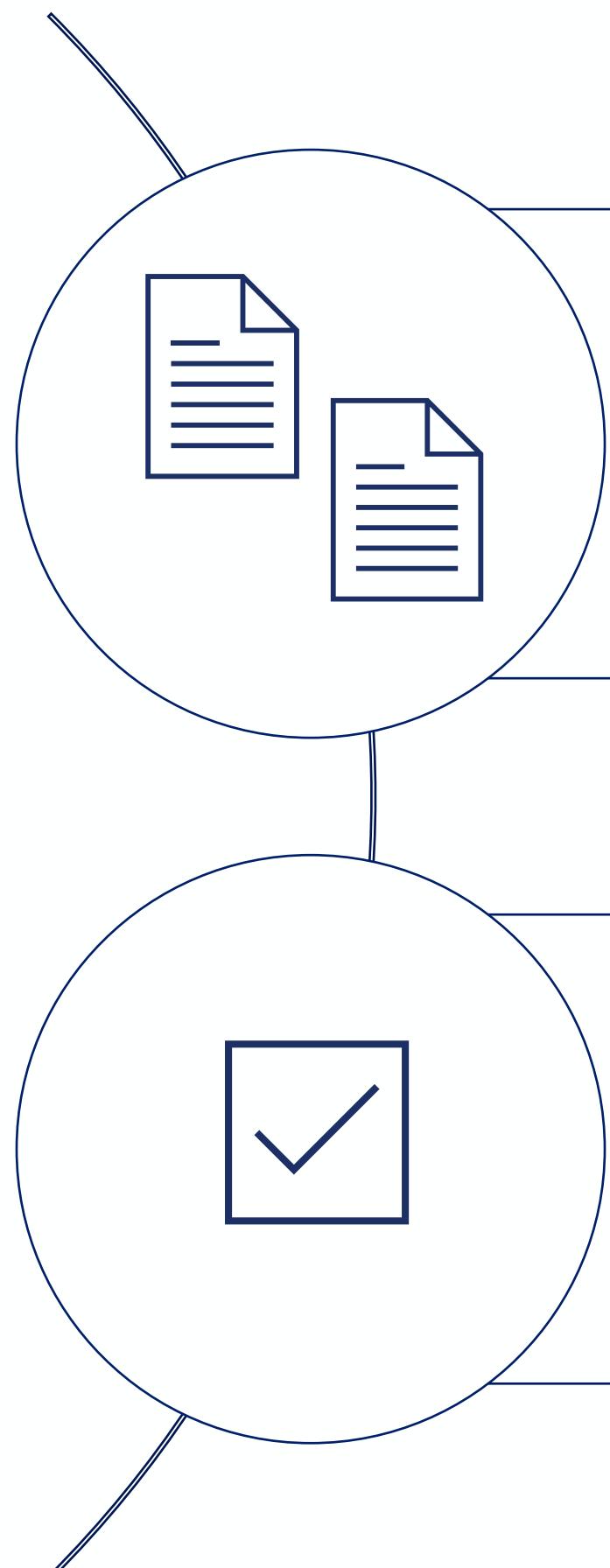


In-State Transfers
= follow in-state procedures.



Out-of-state transfers
= follow out-of-state procedures.

ARD Committee Meeting Student Transfers



The previous school district must provide the new school district with a copy of the student's records within 10 working days.

If the previous school district does not provide a copy of student's records by the 15th working day, then the new district must seek verification from the parents.

Notification of Meeting and Parent Request for an ARD Committee Meeting

Prior Written Notice (PWN)

Provided at least five school days before the meeting.

Includes the purpose, time, and location of the meeting, as well as who will be in attendance.

Provided to the parents in their native language, unless it is clearly not feasible to do so.

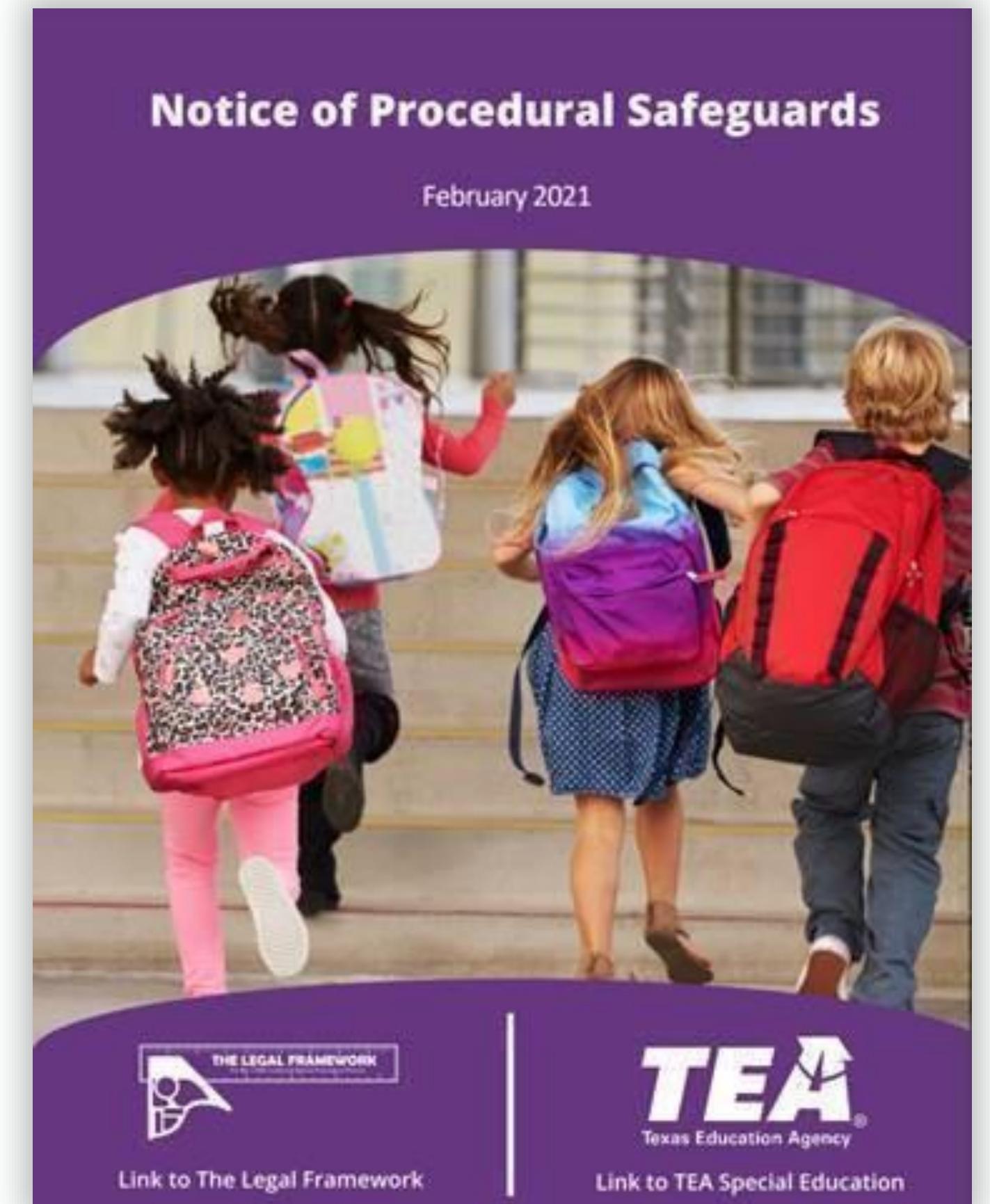


[Prior Written Notice Quick Guide](#)

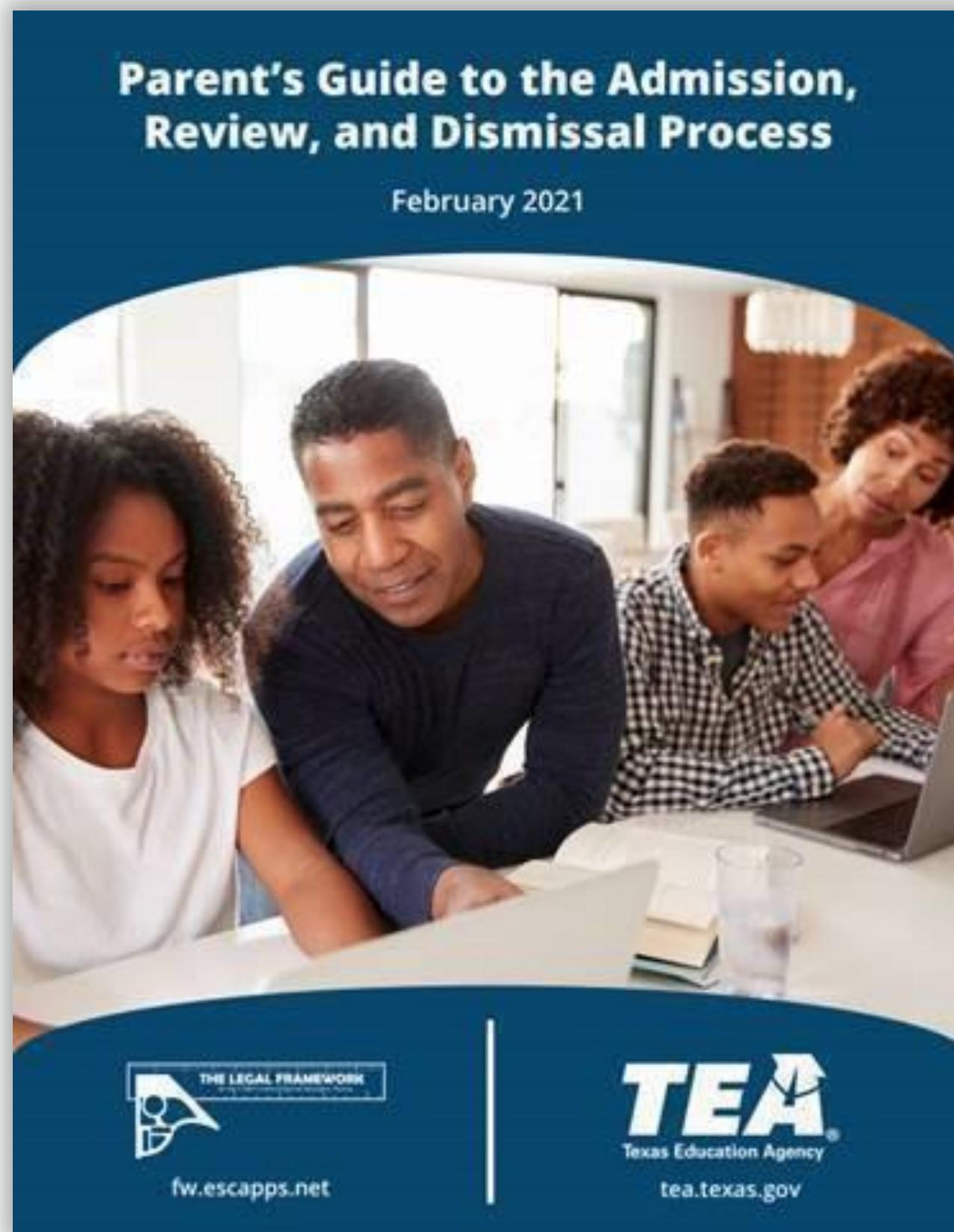
Notice of Procedural Safeguards

Parents must be provided this document once a year and in the following circumstances:

- Initial referral or on request for evaluation
- First occurrence of filing of a due process hearing complaint or special education complaint during a school year
- Disciplinary change of placement
- Request by a parent



Parent's Guide to the ARD Process



- Provide to parent prior to initial ARD committee meeting or upon request
- Maintain documentation of dissemination in the student's special education eligibility folder

Parent Request for an ARD Meeting

Written Request for an
ARD Meeting

Schedule and Convene
a Meeting

or

Provide Prior Written
Notice Explaining Why
the LEA Refuses

Thank you!

If you need more information, please connect with your Regional ARD/IEP Supports Statewide Contact.



[Statewide Contacts | Texas SPED Support](#)

