

ARC MEETING AGENDA – Private School/Home School Placement by Parent(s) 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:

- | | |
|----------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> District Representative | <input type="checkbox"/> Student (if appropriate) |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Evaluation Specialist(s) |
| <input type="checkbox"/> Special Education Teacher | <input type="checkbox"/> Others as Requested |
| <input type="checkbox"/> Regular Education Teacher | |

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. May use ARC Member Excusal form)
<input type="checkbox"/>	2.	Determine Appropriate Membership - (as noted by those invited on ARC Notice)
<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 cannot waive. 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 before printing for signatures)
<input type="checkbox"/>	7.	Purpose of Meeting - (per ARC invitation; parent must have received notice of topics to be discussed)
<input type="checkbox"/>	8.	Parental Concerns & Input - (document in Conference Summary pg. 1)
<input type="checkbox"/>	9.	Review of current IEP Data Monitoring Results -(provide data sheets, work samples, etc. to parent for review; explain the data to the parent and committee and document the data results in ARC summary minutes)
<input type="checkbox"/>	10.	Explain that only Speech services are provided to students unilaterally placed by parents in a Private School/Home school -(in order to receive those services, the parent must transport the child to the school in the district the child would attend if still enrolled)
<input type="checkbox"/>	11.	<p>If the student is eligible for speech services, complete all editors in the KY Private School Service Plan-</p> <p>Status -Active Setting -J: Parentally Placed in Private School Special Ed Exit Date -Do not enter information in this field Special Ed Exit Status -Do not enter information in this field Case Manager -Speech Pathologist should be listed as case manager if service plan is implemented. If speech is Provided as a related service, the speech pathologist should notify the liaison for appointing a special education teacher to assume the role of the case manager for the completion of the re-evaluation components and conducting ARC meeting to discuss the evaluation results.</p> <p>If the student is not eligible for speech services-</p> <p>Status -Active LRE J: Parentally Placed in Private School Special Ed Exit Date -Do not enter information in this field Special Ed Exit Status -Do not enter information in this field Case Manager -Student must remain assigned to case manager and remain on a caseload</p> <p>Inform the parent that 3-year reevaluations are still required to be completed</p>
<input type="checkbox"/>	12.	Description of Evaluation Procedures, etc. used as a Basis to Make Decisions -(ARC Summary pg. 1)
<input type="checkbox"/>	13.	Document Conference Summary Placement Options and Decisions -"Unilateral placement of student in Home/Private School by Parent."
<input type="checkbox"/>	14.	Read Conference Summary Minutes Aloud
<input type="checkbox"/>	15.	Lock Service Plan in Infinite Campus, if applicable
<input type="checkbox"/>	16.	Lock Conference Summary in Infinite Campus
<input type="checkbox"/>	17.	Make 2 copies of all documents from today's meeting – 1 copy to parent, 1 copy to C.O., Originals in red folder