



3/24/20

ARD and 504 Meeting Timelines

How will we meet Special Education/504 timelines?

Admission, Review, and Dismissal (ARD) committee and Section 504 meetings will need to be conducted virtually. Parents will be contacted to schedule ARD and 504 meetings.

How will the district conduct annual ARDs that are due while the district is closed?

For all annual ARD meetings due during the time the Uplift is closed, the Special Education Campus Coordinator will coordinate with the campus administrator and required Admission, Review, and Dismissal (ARD) participants (including the parent) to hold a virtual ARD meeting. The ARD committee will make appropriate ARD decisions regarding providing FAPE to the student both during the time the District is closed and when the District reopens.

How will the district conduct Section 504 Meetings due while the district is closed?

Campus 504 Coordinators will coordinate with the campus administrator and required 504 participants to hold any necessary virtual 504 meetings. This includes Initials, Reviews and Re-Evaluation Meetings.

Special Education: Pending Evaluation Procedures during COVID-19 Closure

1. For all pending needs regarding a 3-year re-evaluation, SLPs Diagnosticians and/or Licensed Specialists in School Psychology (LSSPs), will complete a Review of Existing Evaluation Data (REED), to include parent input, and continue current eligibility for the student, if appropriate. If additional disabilities are suspected or if additional evaluations are needed, the ARD committee will document in the deliberations that an ARD meeting will be scheduled when schools reopen to address the requested assessments.
2. For all Full Individual Evaluations (FIEs) that are complete (in that no further face-to-face assessments and/or classroom observations are needed), SLPs, Diagnosticians and/or LSSPs will finalize the evaluation report and work with the local campus to schedule a virtual ARD with the parent and required ARD members to be held within 30 calendar days of the date of the FIE. The ARD committee will review the completed initial evaluation and make appropriate ARD decisions regarding providing FAPE to the student.
3. For cases currently in process and where a partial evaluation has been completed such that a disability in one or more areas can be identified even though the evaluation is not complete, the SLP, Diagnostician and/or LSSP will complete a Full Individualized Evaluation for the identified eligibility. The SLP, Diagnosticians and/or Licensed Specialists in School Psychology (LSSPs) will coordinate with the campus administrator and required Admission, Review, and Dismissal (ARD) participants (including the parent) to hold a virtual ARD meeting to discuss the identified eligibility and evaluated special education needs only. The ARD committee will make appropriate ARD decisions regarding providing FAPE to the student. In the event that a portion of, or all of, the evaluation is not able to be completed, a Prior Written Notice will be sent to the parent indicating that the full evaluation in all areas of suspected disability will be completed and another ARD meeting will be held once school resumes.

4. For all pending referrals with parental consent for evaluation where an evaluation cannot be completed without an in-person evaluation and/or classroom observation, the SLP, Diagnostician and/or LSSP will send a Prior Written Notice indicating the timeline once schools resume.