

ANNUAL REVIEW CHECKLIST

- Notice of ARC (minimum of 7-day notice; if parent wishes to meet prior to 7-days, make this note on the actual "Notice of ARC" and ask that parent initial beside it AND sign at bottom that they are attending once at the ARC
- Parent Rights
- Conference Summary (draft copy started)
- IEP (make sure you select the correct IEP document for the student's age; this IEP will NOT be an amendment to current IEP on IC– you will start a completely new IEP; have a draft copy started which runs August 1st of the upcoming school year through July 31st after that school year – for example: 2014 spring annual review meetings will create IEP's which run 08/01/15-07/31/16 with meeting date entered as your actual date of ARC – for example 04/24/14 meeting date)
- Accommodation Determination Form (create new OR review and initial copy from previous year)
- ARC Excusal Forms (have some blank copies available)
- Medicaid Form (remember, some green forms have to be renewed each year, depending on what parent selected; all must be renewed after student is 18 – please check your forms prior to meeting)
- Medicaid Notice of Rights Form (found on website – must be distributed yearly)
- Bring entire special education folder to meeting, work samples, teacher statements from teachers that could not attend, progress monitoring, etc.
- Transition Forms (check website for most of these forms & guidance for completing forms – make sure HCHS is invited for 8th grade transition meetings)
- School psychologist will complete consent/evaluation planning if testing is needed – school psychologist will also complete record reviews if those are needed
- Please ensure that ALL are invited that need to be involved (parents/legal guardians, student if of age, transition, voc rehab, school psychologist, occupational therapist, physical therapist, speech, VI teacher, etc.)
- CHECK YOUR IEP'S! Make sure they flow...

Disability--->PLEP--->Goals & Objectives--->Services (location and subject area)--->Accommodations