

ARD Meeting Preparation Checklist

Be informed. Be prepared. Be an active member of your child's educational team.

A successful ARD meeting starts before everyone sits down at the table! Use this checklist to prepare, communicate your concerns, and collaborate with your child's school team.

1. Request & Review Documents

- ☐ Request drafts of your child's proposed IEP, FIE or other evaluations, and any documents that will be discussed, when available.

*IEP drafts and proposed recommendations are not final decisions. ARD committee decisions are made through the collaborative ARD process, with meaningful parent participation.

- ☐ Review current IEP goals, accommodations, services, and progress reports.
- ☐ Identify proposed changes and write down questions or anything needing clarification.

2. Prepare Your Parent Input

- ☐ Identify your child's strengths, successes, needs, and areas of concern.
- ☐ Make a prioritized list of concerns, including specific examples of what you are seeing.
- ☐ Consider possible solutions, supports, or changes that may help address each concern.
- ☐ Include your child's perspective when appropriate.

3. Gather Supporting Information

- ☐ Collect relevant schoolwork, progress reports, evaluations, and other information supporting your concerns.
- ☐ Review your child's progress toward current IEP goals and identify areas needing improvement.
- ☐ Prepare questions about data, services, or recommendations you would like the school to explain.

4. Communicate BEFORE the Meeting

- ☐ Email your parent input, concerns, questions, and proposed solutions to the school team in advance.
- ☐ Ask for clarification and engage in back-and-forth communication to address concerns before the ARD.
- ☐ Use email whenever possible to maintain a written record of discussions, requests, and responses. Follow up on important phone or in-person conversations with a brief summary email.
- ☐ Identify any unresolved issues that will need further discussion during the meeting.

5. Prepare for the ARD

- ☐ Organize your documents, notes, and remaining questions.
- ☐ Confirm meeting details and consider inviting someone who can support your participation.
- ☐ Be prepared to discuss how proposed supports will be implemented and how progress will be measured.

Remember: Your Voice Matters!

The ARD meeting should not be the first time you're reviewing information or discussing concerns.

By preparing and communicating in advance, you help create a more productive, collaborative meeting focused on what matters most: your child's success.