Updated 7.11.17 BH

Caseload Information			Scheduling Meetings (1+ Month Out)													ARC Pre-Meeting Checklist										ARC Post-Meeting Checklist					
Student Name	IEP END DATE	Eligibility Due	Proposed Date/Time	Phone	Written Notices			Scheduled in Outlook/Email							Parent Contacts Updated IC	Meeting Notice	Printed Parent Contacts for the Year	Signature Page CS	Draft IEP	Progress Data	Accommodations Det (If applicable)	Parent Rights (Summary for Annuals)	Written Input from Absent ARC members	Parent not in attendance form	Member not in attendance form	Signatures on CS/Eval Plan	All docs given to parents	Make Sure all forms are locked	Scan and Upload ALL ARC paperwork	File Paperwork in DP Folder and Update OneDrive	If evaluation was planned, DAAC, School Pysch, and DoSE Emailed.
					Via Student	Mail	Email	Chair	Gen Ed Teacher(s)	SLP	OT	PT	Counselor	HI/VI/O&M																	
Howell, Brittney	**10/25/2015**	**11/4/2016**	**10/20 at 1:30**	**X (9/21, confirmed)**	**X**			**X**	**X**	**X**	**X**				**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	

Purpose of the meeting	IC Paperwork Needed
Annual Review (updating IEP only)	1.Drafted KY IEP (must also bring progress data and work samples if applicable) 2.Drafted KY Conference Summary
Annual Review and Evaluation Planning (done a year prior to 3-year eligibility being due OR special evaluation request) ***Reminder: All evals require permission from parents and to be planned within an ARC.	1.Drafted KY IEP (must also bring progress data and work samples if applicable) 2.Drafted KY Conference Summary 3.Drafted KY Consent for Evaluation

Purpose of the meeting	IC Paperwork Needed
Initial Referral (Brittney will chair all of these)	1.KY Referral (will be drafted at a pre-referral meeting) 2.Drafted KY Conference Summary 3.Drafted KY Consent for Evaluation
Eligibility/Re-Eligibility (If initial evaluation, must be completed within 60 school days. If re-eligibility, must be completed every 3 years)	1.Drafted KY Evaluation/Eligibility Determination (DACC will assist with this) 2.Drafted KY Conference Summary 3.Drafted KY IEP if eligibility is going to be recommended (remember this is an ARC decision)