

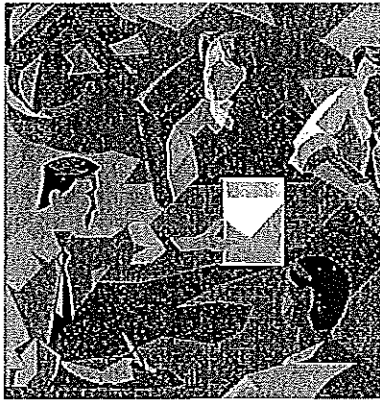
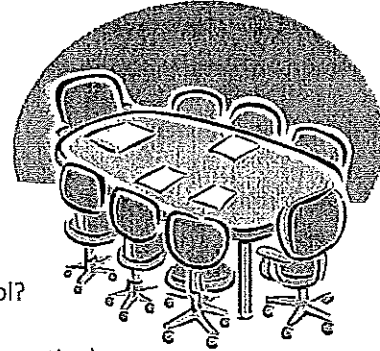
Preparing for Admissions & Release Committee (ARC)

A Checklist for Parents

from the Kentucky *Department of Education*

BEFORE THE MEETING

- Do I know the purpose of the ARC meeting?
- Do I know when and where my ARC will meet?
- Do I know who is supposed to be at the meeting?
- Have I reviewed my child's records?
- Do I understand what is in the records?
- Do I know what my child is interested in? *(make a list and take to meeting)*
- Do I know what my child can and cannot do at home and at school? *(make a list and take to meeting)*
- Have I thought about goals for my child? *(make a list and take to meeting)*

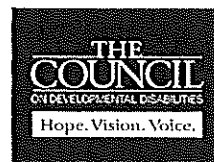


DURING THE MEETING

- Ask questions when things are not clear
- State your concerns
- Speak up if you disagree
- Describe what your child is like at home
- Ask school staff to explain the disability your child has and explain how it affects your child's education
- State what your child can and cannot do and how it affects what he/she does in school and at home
- State what goals and objectives you believe should be worked on this year

AT THE END OF THE MEETING

- Do I know how my child's disability affects his progress and involvement in the general education curriculum? *(present levels of performance)*
- Do I know what my child is going to work on? *(goals and objectives)*
- Do I know who is responsible for each objective? *(implementers)*
- Do I know what special services my child will get? *(specially designed instruction and related services or supplementary aids)*
- Do I know when services start and how long they will last? *(initiation and duration)*
- Do I know how much time each week my child will receive services? *(frequency)*
- Do I know where services will be provided? *(location)*
- Do I know how my child will participate in the regular program with children who are not disabled and what will be done to help my child be involved and make progress in the general education curriculum? *(supplementary aids and services and accommodations and modifications for participation in the regular education program)*
- Do I know how my child's progress toward annual goals will be measured and reported and how I will be informed? *(appropriate objective criteria and evaluation procedures)*
- Do I know how my child will participate in district and statewide testing and assessment programs, including what accommodations and modification might be needed?

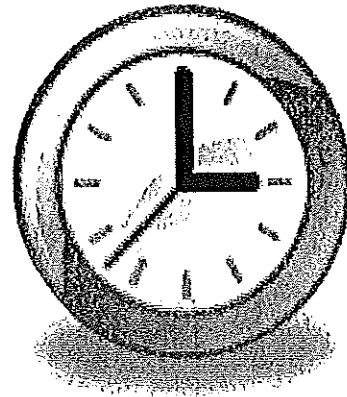


1151 South Fourth Street
Louisville, KY 40203

- If my child is between the ages of three and five, do I know what steps will be taken to make sure there is a smooth transition from preschool to the primary program?
- If my child is 14 years of age or older, do I know what his/her multi-year course of study is?
- If my child is 14 years of age or older, do I know what is in his/her plan for transition (from school to work, additional training, or higher education and to community living)?
- Do I know if my child needs extended school year services?
- If my child is 17 years of age, do I know how and when the school is going to explain, what rights he/she will have when he/she turns 18, unless I go to court? (*Transfer of Rights*)

AFTER THE MEETING

- Did I receive a copy of the meeting summary and IEP? (*If no, call the school and ask for a copy*)
- Did I give written consent for services: (*Consent is only required three times: 1. before the first individual evaluation, 2. before the first time special education is provided, and 3. before reevaluation.*)
- Am I pleased with the IEP?
- Do I still have questions and need to talk with the committee?



The booklet *YOUR CHILD'S EDUCATION* gives additional information about Admissions and Release Committees, as well as other topics related to special education. To obtain a copy, contact: Division of Exceptional Children Services (<http://www.kde.state.ky.us/osis/children/default.asp>), Kentucky Department of Education Capital Plaza Tower, 500 Mero Street, Frankfort, KY 40601, Phone (502) 564-4970.