ARC MEETING AGENDA – FBA Planning Meeting

Confidentiality: Do not allow a parent, teacher, etc. to discuss another student or issues that would identify another student. For further information concerning Confidentiality, review 707 KAR 1:360.	

Membership for this meeting must include:

☐ District Representative   ☐ Student (if appropriate)

☐ Parent   ☐ Evaluation Specialist(s)

☐ Special Education Teacher   ☐ Others as Requested

☐ Regular Education Teacher

STEPS:

☐	1.	**Introductions -** (give Chairperson a copy of the ARC Notice; Chairperson ensures all on ARC notice are present. If actual membership is different, document who and why. May use ARC Member Excusal form)
☐	2.	**Determine Appropriate Membership** - (as noted by those invited on ARC Notice)
☐	3.	**Determine Educational Representative** - (Should be completed before scheduling meeting, but review Educational Representative Form and make revisions if any information has changed)
☐	4.	**Procedural Safeguards** - (Parent cannot waive. Give verbal/auditory explanation at least once. The written Procedural Safeguards Notice must be provided once per school year. Offer to answer questions at each meeting.
☐	5.	**GROUND RULES AND PARKING LOT**
☐	6.	**ARC Members Signatures -** (type attendees names before printing for signatures)
☐	7.	**Purpose of Meeting -** (per ARC invitation; parent must have received notice of topics to be discussed)
☐	8.	**Parental Concerns & Input** - (document in Conference Summary pg. 1)
☐	9.	**Review Disciplinary Data-**summarize data in Conference Summary
☐	10.	**Review of grades, progress on current Behavior Intervention Plan, and current IEP data monitoring results-**(provide data sheets, work samples, etc. to parent for review; explain the data to the parent and committee and document the data results in ARC summary minutes.
☐	11.	**Revise IEP or Behavior Intervention Plan, if WARRANTED**
☐	12.	**Review IEP Special Factors and Revise, if WARRANTED**
☐	13.	**Plan Functional Behavioral Assessment (FBA)-**(Complete Consent to Evaluate Reevaluate Form (Planning form) for specific assessments needed and for parent signature for consent)
☐	14.	**Description of Evaluation Procedures, etc. used as a Basis to Make Decisions** -(ARC Summary pg. 1)
☐	15.	**Review and Determine Placement-**(**MUST follow continuum** starting with full time regular class and accept/reject each option until one is accepted; ARC Summary, MUST explain **WHY** each option was accepted or rejected.
☐	16.	**Read Conference Summary Minutes Aloud**
☐	17.	**Lock Conference Summary in Infinite Campus**
☐	18.	**Make 2 copies of all documents from today's meeting – 1 copy to parent, 1 copy to C.O., Originals inred folder**

►*All decisions made during an ARC meeting are made by the ARC committee and no single individual.*