



Admission, Review, and Dismissal (ARD) Initial Placement/Review and Transition

PURPOSE:

- Head Start representative participate in the ARD/IEP meeting and placement decision for any child meeting Head Start eligibility requirement. 1308.19(c)
- Family Goals and Objectives related to the child's disabilities are essential to the child's progress. 1308.19(e)(8)

DOCUMENT (S):

- Initial Placement Form
- Review/Transition Form
- Family Goals and Objectives Form

PRELIMINARY PREPARATION: Confirm ARD/IEP meeting with campus or Disabilities Consultant, review child's folder and contact log, and bring forms to complete at ARD.

Person Responsible	Time Line	Procedure
Disabilities Consultant Family Services Specialist Health Services Specialist Head Start Designee	On-going	<ol style="list-style-type: none"> 1. Fill out information pertaining to ARD. 2. On <u>initial placement</u> fill out Family Goals and Objectives Form. (English or Spanish) 3. White copy: child's folder Yellow copy: person receiving referral Make additional copy for district. 4. On <u>review/transition</u>: Family Goals and Objectives Form is not completed. 5. Sign signature page in ARD paperwork without checking "agree." 6. Information is entered into the electronic data base. 7. Email Disabilities Consultant to confirm attendance.