

## ARD Meeting Checklist

### BEFORE THE MEETING

#### Gather Important Documents

Bring copies of:

- ✓ Previous ARD paperwork
  - ✓ Evaluations and assessments
  - ✓ Progress reports
  - ✓ Report cards
  - ✓ Teacher communications
  - ✓ Medical or therapy reports (if applicable)
  - ✓ Current accommodations
  - ✓ Work samples
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#### Review Your Concerns

Take time to identify:

- ✓ Academic concerns
  - ✓ Behavioral concerns
  - ✓ Communication concerns
  - ✓ Executive functioning challenges
  - ✓ Social-emotional concerns
  - ✓ Areas where support is working well
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#### Write Down Questions

Examples include:

- What progress has been made?
  - What challenges remain?
  - Are accommodations being implemented consistently?
  - Are additional supports available?
  - How will progress be measured?
  - What should we focus on at home?
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### DURING THE MEETING

#### Advocate with Confidence

Remember:

- ✓ You are an important member of the team.
  - ✓ Ask for clarification when needed.
  - ✓ Request explanations in plain language.
  - ✓ Take notes.
  - ✓ Ask for copies of documents.
  - ✓ Ensure your concerns are addressed.
  - ✓ Focus on collaboration and solutions.
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#### Discuss Strengths First

Effective planning begins with understanding a child's strengths.

Consider discussing:

- Interests
- Talents
- Motivations
- Successful supports
- Academic successes
- Social strengths

Strength-based conversations often lead to stronger educational planning.

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### AFTER THE MEETING

#### Review the Plan

Confirm that you understand:

- ✓ Goals
- ✓ Accommodations
- ✓ Services
- ✓ Responsibilities
- ✓ Timelines

## ARD Meeting Checklist



✓ Progress reporting methods

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### Create Follow-Up Notes

Document:

- Key decisions
- Questions that remain
- Next steps
- Important contacts

Keeping organized records can make future meetings easier.