

SPECIAL EDUCATION FACTS

Components of an Admissions and Release Committee (ARC) meeting

Meeting Notice

A written notice inviting one or both parents to a meeting be must provide to the parents at least 7 days prior to the meeting. There are certain components that must be included on every notice.

- Date sent
- A check mark for First, Second or Third Notice sent
- Purpose of the meeting
- Date, time and location to meet
- Check boxes for who will be at the meeting
- Check boxes for any outside agency that has been invited (Ex. Office of Vocational Rehabilitation)
- Invitation to bring any pertinent information, or any guests
- Signature of who sends the notice and phone number in which to reach the school
- Detachable portion for the parent to return acknowledging if they can attend the meeting or need another date set

References

707 KAR 1:320 Section 4 (1-2)
34 CFR 300.322 (a) & (b) (1) (ii)

FYI: The only members required by law at an ARC meeting is the ARC chairperson, general education teacher, and special education teacher. Of course, it is ideal if the parent attends but by law the meeting may proceed without them.

DISABILITY SPOTLIGHT

There are 15 categories of disabilities recognized by the state of Kentucky. We will discuss each one in a separate issue.

Mild Mental Disability

Legal Determinations

- Cognitive functioning is at least 2 deviations below average but no more than 3 standard deviations
- Adaptive Behavior is at least 2 deviations below average.
- Student has severe deficits in academic performance, causing an adverse effect
- The lack of progress is not the result of limited English proficiency

Strategies to Use

- Mnemonic devices
- Checklists
- Color coding
- Multisensory activities

If you have questions about this content please contact me. Kathy Bieger, Director of Special Ed

CARROLL COUNTY SP ED NEWS Vol. 1

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