

## Notice of ARD Committee Meeting

This form helps districts meet the requirements of PARENT PARTICIPATION. It is divided into two main sections:

- Notice
  - Response
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### Notice

This section documents:

- Notice date
- Parents/guardians
- Meeting date and format
- Meeting time, location and purpose\*
- Elements of written notice:
  - Reason(s) actions proposed
  - Options considered before proposing this meeting
  - Why options were rejected
- Other persons who have been invited to attend this meeting\*
- Agencies invited to send a representative to this meeting\*
- ARD committee modifications\*\*
- Other factors relevant to this meeting
- For questions/concerns please contact

## Response

This section documents:

- Notice language\*
- Consent to invited agencies\*
- Consent to ARD committee modifications\*\*
- Parent/guardian participation\*
- Parent/guardian signature\*
- Please return this form to

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### Footnotes:

\* *Required per* PARENT PARTICIPATION: **NOTICE OF ARD COMMITTEE MEETING**

\*\* *Required per* CONSENT TO EXCUSE MEMBER FROM ATTENDING ARD COMMITTEE MEETING