

eSped

How to do a Notice of ARD

1. Enter esped website: www.esped.com
2. Click "Member Login"
3. Type in "Username"
4. Type in "Password"
5. Click on "log in" or press "enter key"
6. On Applications Screen click on "Notices"
7. Click on student name
8. For large student case loads, type in the ID# and/or the last and first name; click on "Find Student"
9. Click on FERPA reason: "I am writing this student's IEP"
10. Click on "Screen" arrow for drop menu
11. Highlight "Notice of ARD Meeting – 1"
12. Click on the first box if applicable; this is for adult students
13. Click on calendar for "Date Sent/Mailed" or just type in date
14. Click on arrow for drop down menu of schools and highlight the school
15. Click on calendar for "Date" of meeting or type in date
16. Input time and room
17. Click on arrow for drop menu of place; if the place is not listed, click on "New", a window appears in the upper left hand corner; type in the place and click "OK"
18. Click appropriate boxes under "Purpose of Meeting/Action(s) Proposed" (ask the monitoring teacher to ensure correct boxes are checked)
19. Click appropriate boxes under "Reason(s) Action(s) Proposed" (ask the monitoring teacher to ensure correct boxes are checked)
20. If "Other" is checked, input information in the empty box. This applies to all "Others" checked for all the screens.

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21. Click “Next”. Takes you to the next screen “Notice of ARD Meeting -2”
22. Click appropriate boxes under “Options Considered”, “Why Rejected” and “The following persons have been asked to attend the meeting” (ask the monitoring teacher to ensure correct boxes are checked)
23. Do not input under “Refusal or Non-Attendance”
24. Click “Next”. Takes you to the next screen “Notice of ARD Meeting -3”
25. Click appropriate boxes; input information where needed (ask the monitoring teacher to ensure correct boxes are checked)
26. Input name of person the Procedural Safeguards were given to and input the date. Procedural Safeguards are given:
 - a. Once a year
 - b. Initial evaluation
 - c. Parent request for an evaluation
 - d. Receipt of first due process or State complaint
 - e. Change in placement due to discipline issue
 - f. Upon parent request
27. Drop down menus for “Name” and “Position” at the bottom of the screen
28. Click “Next”. Takes you to the next screen “Notice of ARD Meeting -4”
29. Click appropriate boxes; input information where needed
30. Drop down menus for “by”, “School”, “Staff Name”, “Position”, School Address, “City, State, Zip”
31. Click “Next”. Takes you to the next screen “Notice of ARD Meeting -5”
32. Drop down menus for “Name of Interpreter”, “Staff Person”, “Position”, “Results/Outcome”
33. Click box next to “Include Record of contact attempts....., if you want it to print out on the notice
34. Input information where needed
35. After you have completed the 5 screens, **click the “Save” button**

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36. Click on “Reports”; window opens and click on “Screen” arrow to scroll down to:
- a. 1. Print Individual Report (see steps below for English)
 - b. 4. Print Spanish Reports (see steps below for Spanish)

English	Spanish
37. “Print Individual Reports” (# 1)	37. “Print Spanish Reports” (# 4)
38. Highlight “Notice of ARD Meeting”	38. Highlight “Spanish Notice of ARD Meeting”
39. Click “Create”; report shows “ New ” or “ Working ” in red	39. Click “Create”; report shows “ New ” or “ Working ” in red
40. Click “Refresh”; report shows “Done” in black	40. Click “Refresh”; report shows “Done” in black
41. Click “View” to the left of the report	41. Click “View” to the left of the report
42. View report	42. View report
43. Click printer icon to print	43. Click printer icon to print
44. Click on “X” in the upper right corner to close.	44. Click on “X” in the upper right corner to close.