

Procedures for a Non-consensus ARD

If the **PARENT disagrees** at the ARD meeting, the box is checked on Screen 46. Committee Members and other Participants (2) to the left of the paragraph that states the members have not reached mutual agreement. The date, place and time is inputted as to when the committee will reconvene. In addition, screens 83-86 need to be filled out.

Screen 83. Non-consensus ARD1

- **AREA(S) of DISAGREEMENT/DESCRIPTION OF THE ACTION REFUSED**
 - Click on the appropriate box(es).
 - If the area of disagreement or the action refused is not listed, click on “Other” and input the reason.
 - Click on “Next” to take you to Screen 84. Non-consensus ARD2.

Screen 84. Non-consensus ARD2

- **RECESS**
 - Click on the appropriate box
 - If the first box is clicked, input the date and time.
 - If the recess option is not listed, click on other and input it in the notepad for “Other”
- **NATURE OF THE DISAGREEMENT**
 - School’s position:
 - Input in the rectangular box what the disagreement is over.
 - Click on the notepad and district personnel inputs the explanation of why action is refused.
 - Parent position:
 - Input in the rectangular box what the disagreement is over
 - Click on the notepad and the parent summarizes their disagreement
 - Can print out the page and have the parent write their disagreement and sign it.
 - If the parent types it, have the parent sign it after it is printed out.
 - SAVE and create the report.

GIVE THE PARENT A COPY OF ALL THE PAPERWORK AND ARCHIVE.

Screen 85. Non-consensus ARD3

- **RECONVENED ARD**
 - Input the date
 - Click on the notepad and type in the discussion
 - Click on the notepad for “Description of Options Considered”
 - Click on the notepad for “Why Options Rejected”
 - Click on the notepad to input what was used as a basis for the proposal or refusal.
 - Click on the notepad to describe any other factors relevant to the refusal.
 - Click on “Next” to take you to Screen 85. Non-consensus ARD3.

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Screen 85. Non-consensus ARD4

- Input name of individual who will provide the names of sources the parent may contact to obtain assistance in understanding the procedural safeguards.
- Input name of interpreter, if used.
- SAVE and create report.

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