# Completed ARD Checklist

Student Name: __________ E.S., (AU) (SI)________________
ARD Date: ___________12/16/13____________________

*Please complete this checklist for every ARD (even if diagnostician is not at ARD).**

If an item is on the checklist, but was not needed in the ARD, mark **N/A**

**Please complete checklist in the order given.**

<table>
<thead>
<tr>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
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1. Did you record the ARD in the ARD log located in the conference room? 
   X

2. Is the paperwork in the **correct** order?
   - If yes, it should go in the following order:
     - Student History Page (to prove ARD was locked) 
     - Page 1 (“Locked” is checked at the top) 
     - Page 2 
     - Page 3 
     - Supplement Pages (*except AU Supplement*)
       - Assessment/Evaluation Planning Supplement 
       - _______________________ Supplement 
       - _______________________ Supplement 
       - FBA 
       - AT Form 
       - Updated Academic IEPs 
       - Updated BIP IEPs 
       - Updated Speech IEPs 
       - Updated __________ IEPs (OT/PT/etc…) 
       - New Academic IEPs 
       - New BIP IEPs 
       - New Speech IEPs 
       - New __________ IEPs (OT/PT/etc…) 
       - Page 4 (current year) 
       - SAW Worksheet (current year) 
       - Page 4b (next year) 
       - SAW Worksheet (next year) 
       - Page 5 
       - Page 6 X
       - Page 7 (all signatures obtained?) 
       - SHARS Form 
       - Page 9: Deliberations (all members signed minutes?) 
       - AU Supplement (if was part of ARD) 
       - Transportation page 
       - Invitation (make sure original gets put with other originals) 
       - Procedural Safeguards Receipt X

3. Original (in order) given to diag. to send to Admin? (paper clipped- DO NOT STAPLE) 
   X

4. Copy for file given to diag? (paper clipped- DO NOT STAPLE) 
   X

5. Copies of IEPs, accommodations/modifications were given to the teachers who serve the student? 
   X

**If you answered “No” to any part, please complete before returning to the diagnostician.**

Teacher Signature: __________ Deidra Fifiee__________________________