

OPERATING PROCEDURES	
ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEMBERSHIP	

Legal Framework: ADMISSION, REVIEW, AND DISMISSAL COMMITTEE MEMBERSHIP

[Related Resources](#)

Broad Category: FREE APPROPRIATE PUBLIC EDUCATION

PROCEDURES:

The ARD/IEP Committee includes the following participants (general composition):

- A representative from the school district who is qualified to supervise the provision of specially designed instruction to meet the unique needs of students with disabilities, who is knowledgeable about the general education curriculum, and who is knowledgeable about the availability of resources in the school district. In NFPS this will be an administrator, or whomever the administrator has designated to sign as the LEA representative.
- The student's current special education teacher or special education provider who must be appropriately certified or licensed. For students who are in k-12th grade, the person signing the IEP document may not sign in both general education and special education.
- The appropriate general education teacher(s) who is responsible for implementing a portion of the student's IEP for those students who are receiving, or who are expected to receive, instruction in general education. For students who are in k-12th grade, the person signing the IEP document may not sign in both general education and special education.
- The student, the student's parent(s), and/or a designated representative participates as follows:
 - A student 18 years of age or older who has not been judged by a court of law to be incompetent to manage personal affairs or who has not relinquished rights to parents in writing will participate in his/her ARD/IEP meeting.
 - A parent participates if the student is younger than 18 years of age, if the student is 18 years of age or older and has been judged by an appropriate court of law to be incompetent to

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manage personal affairs, or if an adult student has relinquished rights to his/her parent(s) in writing.

- The district must be notified of a designated representative.
- Other professional certified specialists as required:
 - Speech therapist when students with speech impairments are being considered
- An individual who can interpret the instructional implications of evaluation results. For IEP meetings in which a new evaluation has been completed, the LSSP/Educational Diagnostician will serve as the assessment representative. For IEP meetings in which new assessment is not being presented the ARD facilitator, LEA representative, or special education teacher may act in the capacity of the assessment representative.
- A professional certified in the education of students with auditory impairments when students with auditory impairments are being considered.
- A professional certified in the education of the visually impaired when students with visual impairments are being considered.
- The Career and Technical Education (CTE) teacher who will instruct the student is a member when the committee is considering placement in a CTE program.
- The appropriate related services personnel (occupational and physical therapists, in-home trainer, etc.) when necessary.
- A professional representing the Language Proficiency Advisory Committee (LPAC) when a student with disabilities and limited English proficiency is being considered. The LEA representative may not sign as the LPAC representative.
- When appropriate, with consent from the parent/adult student, the case manager will invite any outside agency that may provide post-secondary transition services.
- Training on full IEP meetings membership will be provided annually to campus staff.