

## **Helpful Information Regarding Your Child's Admission Review Dismissal (ARD) or 504 Meeting**

### Preparing for the Meeting:

- Bring multiple copies of previous neuropsychological evaluation reports
- Prepare a list of your child's needs to present at the meeting
- Summarize your child's story to share with the team
- Contact people from the clinic to answer any questions you have before the meeting regarding your child's medical concerns

### Your Role at the Meeting:

- Share your child's story
- Advocate for your child
  - Share specific academic concerns
  - Share specific emotional concerns related to school
  - Share specific environmental needs that your child has (such as needing frequent bathroom breaks, etc)

### How do I know if I need a 504 plan or an IEP?

- Your child's school through collaboration with you will determine how to best meet the needs of your child
- Definition of a 504 Plan- A 504 Plan spells out the modifications and accommodations that will be needed for these students to have an opportunity perform at the same level as other in their class.
  - Examples of modifications and accommodations include wheelchair ramps, blood sugar monitoring, peanut-free lunch environment, and receiving notes before class, modified schoolwork and homework, instruction for missed work, nurse pass, getting teacher's notes
- Definition of Special Education or IEP- A federally mandated program to ensure your child receives a free and appropriate education. An IEP plan provides specific goals to address your child's need.
- For more information regarding special education and 504 plans check out this website:  
[http://www.thearcoftexas.org/site/PageServer?pagename=ARC\\_Resources\\_Special\\_Education](http://www.thearcoftexas.org/site/PageServer?pagename=ARC_Resources_Special_Education)  
(This website offers information in English and Spanish)

## My Child is struggling in school:

### How Can I Help My Child?

- Contact the point person (most commonly the general education counselor)
- Let the school know your child has had neuropsychological testing completed and could benefit from support.
- **All requests should be in writing.**
  - Include the date, the reason for the referral, and the specific action you are requesting.
  - *Example:* I am requesting a meeting to initiate 504 services for my child. My son is having academic difficulties stemming from effects of his cancer treatment. He is struggling in school with his attention and focusing for long periods of time. My daughter is a slow worker and needs extra time to take tests. I believe supports available through 504 are necessary for him/her to progress in school.

The school will determine which plan you need based on the needs of your child.

#### May become a 504 referral:

- The process is shorter than special education
- May require just one meeting
- Requires documentation from a medical doctor
- Use specific form (Other Health Impairment: Physician's Report Form)
- Accommodations are made to your child's environment
  - Examples include: preferential seating, extra time on exams, copy of notes, nurse pass, etc

#### May become a special education referral:

- Special education requires a longer referral process and will likely include Response to Intervention "RTI"
- RTI is a process of developing goals, providing supports and interventions, and measuring progress on those goals (can last 9 weeks or so)
- Parents can attend RTI meetings

If a student has shown to require further support and services only available through special education, they are referred for further evaluation. Evaluation may determine changes to curriculum