**Tips for a Successful ARC Meeting**

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**What is an ARC meeting?** ARC is an acronym for Admissions and Release Committee. The ARC Committee will help decide whether the child is eligible for services. You should be given notice at least 7 days before an ARC meeting. If you are not available on the date given, you should feel free to request a different date.

**Who are members of the ARC Team?** The parents or guardians, a regular education teacher, a special education teacher, a school administrator, and *other persons as appropriate*.“Other persons as appropriate”include professionals or persons who have special knowledge or expertise to help the child. You should let the school know in advance as a courtesy (although not required) and be able to show how they can help the process.

**Also remember**: You can bring an attorney to the meeting. You can write on the IEP or take notes during an ARC meeting. Remember this meeting is for you and your child. DO NOT let anyone pressure you. You may take breaks, make suggestions at the meeting, or disagree with the ARC’s overall course of action. In these events, documentation is important. Write a letter and send it to the school explaining your concerns and keep a copy. Here are some other recommendations for you to keep in mind.

* **Get expert assistance**: Always find qualified people to help. It is important for your child to have the best expert available to help
* **Remember**: Most educational professionals have your child’s best interests at heart.
* **Have an Open Mind:** Go into the ARC meeting with an open mind. If you disagree with anything, don’t automatically dismiss it. If the case goes to a due process hearing, it is important you have been cooperative and open minded when discussing your child’s needs.
* **Prepare for the meeting**: Write down questions and talk to your child in advance.
* **Prioritize your child’s needs:** Make a list of your goals and their goals in their learning/referral process. Bring this list to the ARC meeting and document the school’s response.
* **Build good relationships**: Be courteous and polite. Ask the team to explain things. In the event there is frustration or tension during the meeting, take a break.
* **Document issues and concerns**: Review the conference notes before you leave the meeting and ask any questions you may have. You have a right to amend your child’s record.