



“Together We Fly”

Free Appropriate Public Education (FAPE) Documentation & Compliance

Universal Academy is committed to ensuring that all eligible students with disabilities receive a **Free Appropriate Public Education (FAPE)** in accordance with the **Individuals with Disabilities Education Act (IDEA)** and guidance from the Texas Education Agency. FAPE guarantees that special education and related services are:

- Provided at **no cost to parents**
- Designed to meet the **unique needs of each student**
- Delivered in alignment with the student’s **Individualized Education Program (IEP)**
- Provided in the **Least Restrictive Environment (LRE)**

Universal Academy maintains comprehensive documentation to demonstrate compliance with all federal and state requirements.

Admission, Review, and Dismissal (ARD) Committee

The **ARD Committee** is the decision-making body responsible for determining eligibility, developing the IEP, and ensuring the provision of FAPE.

Universal Academy convenes ARD Committee meetings:

- At least **annually**
- When changes to services or placement are needed
- Upon parent or staff request

Documentation Maintained

- ARD Committee meeting notices (timely sent to parents)
- ARD Committee meeting minutes
- Documentation of eligibility decisions
- Documentation of services, accommodations, and placement

Compliance Assurance

- Parents are invited and included as **required members**
- Meetings are conducted in accordance with **state timelines and procedures**

ARD Committee Membership

IDEA requires specific members to be present during ARD meetings to ensure appropriate decision-making.

Each ARD Committee includes:

- Parent/Guardian
- Special Education Teacher
- General Education Teacher
- LEA Representative (administrator/designee)
- Evaluation Personnel (as applicable)
- Student (when appropriate, especially for transition planning)

Documentation Maintained

- List of all ARD Committee members
- Roles of each participant
- Signatures verifying attendance and participation

Compliance Assurance

Universal Academy ensures all required members are present or appropriately excused in accordance with legal requirements.

Amendment Without a Meeting

An IEP may be amended without convening a full ARD Committee meeting if both the district and parent agree.

Amendments without a meeting are used when:

- Minor changes to services are needed
- Scheduling adjustments occur
- Updates do not require full committee discussion

Documentation Maintained

- Written parent agreement to amend without a meeting
- Documentation of specific changes made
- Updated IEP reflecting amendments

Compliance Assurance

Universal Academy ensures:

- Parents are fully informed
- Consent is obtained prior to any changes

FAPE Composite Documentation

FAPE is not a single document, it is demonstrated through a **collection of required documentation**. Universal Academy maintains a complete set of documentation to ensure each student receives appropriate services.

Documentation Includes

- Prior Written Notice (PWN)
- Full Individual and Initial Evaluation (FIIE)
- Individualized Education Program (IEP)
- ARD Committee documentation
- Progress monitoring reports

Compliance Assurance

These documents collectively demonstrate that:

- Services are individualized
- Decisions are data-driven
- Parent rights are upheld

Transition and Graduation Planning

Transition services support students in preparing for life after high school.

Beginning at age **14**, transition planning includes:

- Postsecondary goals
- Career and college readiness planning
- Independent living skills (when applicable)

Documentation Maintained

- Transition plans included in the IEP
- Graduation pathway documentation
- Evidence of student participation in planning

Compliance Assurance

Universal Academy ensures:

- Transition planning is **student-centered**
- Goals are measurable and aligned to postsecondary outcomes

Least Restrictive Environment (LRE)

Students with disabilities must be educated with non-disabled peers to the **maximum extent appropriate**.

The ARD Committee considers:

- General education classroom placement first
- Supplementary aids and services
- Individual student needs

Documentation Maintained

- LRE determinations
- Justification for placement decisions
- Evidence of consideration of less restrictive options

Compliance Assurance

Placement decisions are based on:

- Individual student needs
- Data and evaluation results
- Compliance with IDEA requirements

Parent Participation

Parents are essential partners in the special education process and must be involved in decision-making.

Universal Academy ensures parents:

- Receive timely communication
- Are invited to all ARD meetings
- Have opportunities to provide input

Documentation Maintained

- ARD meeting invitations
- Parent consent forms
- Documentation of parent attendance
- Communication records

Compliance Assurance

Universal Academy ensures:

- Parents are informed of their rights
- Participation is documented and encouraged

Documentation and Recordkeeping

Accurate documentation is required to demonstrate compliance with FAPE.

Universal Academy Practice

All special education records are:

- Maintained in secure student files
- Updated regularly
- Reviewed for compliance

Documentation Maintained

- Evaluation reports
- IEPs and ARD documents
- Progress monitoring data and Service logs

- **Compliance Assurance**

Records are:

- Available for parent review upon request
- Maintained in accordance with federal and state law

Contact Information

For questions regarding FAPE, evaluations, or special education services, please contact:

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Universal Academy

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