

CHILD FIND: OVERVIEW OF REGULATIONS

CHILD IDENTIFICATION (34 CFR - Part 300)

All school districts are required to implement a comprehensive system of Child Find in which district personnel actively search for all individuals with disabilities, birth through 21 years of age, both in school and not in school. Child Find is a district obligation to identify, locate, and evaluate children who live within district jurisdiction to determine a need for special education and/or related services.

Federal and state funding is provided to each district or special education program for the purpose of establishing a Child Find system that addresses public awareness. Public awareness is a series of planned activities conducted throughout the year to address this need. Districts must also have written procedures to describe their system of Child Find.

A district's Child Find system must include guidelines for the following:

- processing referrals;
- following individuals with disabilities who fall within the birth through 21 year old age range who may or may not be currently enrolled in an infant, early childhood, public, or private educational facility, to ensure the delivery of services;
- determining which individuals are and are not currently receiving needed special education and/or related services; and
- maintaining a data bank of resources available to serve individuals with disabilities.

Districts are required to report the number of individuals processed through their comprehensive system of Child Find during the school year (September through August). This data should include children referred to ECI programs within their jurisdiction.

DISTRICT PERSONNEL RESPONSIBILITIES

CHILD IDENTIFICATION (34 CFR - Part 300: Local District Responsibilities

1. Identify and refer individuals with disabilities who may or may not be in school and who may need special education.
(If school personnel are aware of any student birth - age 21, they should notify the local district Child Find designee immediately. The local campus referral committee will document the referral for students enrolled in school.)
2. Refer individuals ages 0-3 to an early childhood intervention program for evaluation.
(If school personnel are aware of any student birth - 3, notify the local district Child Find designee immediately -follow up is required.)
3. Maintain that within 2 working days from the date that a Child Find referral is received for children ages 0-3, the referral is forwarded to an ECI program and within 45 calendar days from the date the referral is received the comprehensive individual assessment is completed.

(Notify the local district Child Find designee immediately - referral log completed - follow-up is required.)

4. Maintain that within 30 school days from the date that a Child Find referral is received, the comprehensive individual assessment is completed for individuals 3-21.

(Notify the local district Child Find designee immediately - referral log completed - follow-up is required.)

5. Collection and use of the Child Find system is subject to confidentiality requirements of 34CFR 300.560-300.576 and 300.460(b).

(More information on confidentiality is available from the special education department.)

6. Maintain a list of the district's resources throughout the community available to serve individuals with disabilities.

(Available from the local district Child Find designee.)

STEP-BY-STEP: WHAT DO I DO?

1. Remember, it is your responsibility as a district employee to report any student, birth through 21 years of age, who has, or is suspected of having a disability.
2. Reporting procedures will vary depending on the age and situation of the student (see below). In all cases, documentation must be maintained regarding the referral.

3. Reporting procedures:

- a. not currently enrolled in school:

When contacted by a parent, doctor, or other individual, obtain the child's name, parent's name, phone number, and contact the special education office immediately. The special education office will then contact the parent.

You may obtain the child's name, parent's name, and phone number, and request that the parent call the special education office directly. However, you will then need to follow-up with a call to the special education office to be sure that the parent did, indeed, contact the special education office.

- b. currently enrolled in school:

Follow the local campus regular education referral committee process.

The inquiry or information shared with you over the phone or in person must be given to the campus administrator or designee.

The administrator or designee will handle the documentation through the local campus referral process.

4. If you have any questions, call the Child Find contact person.
5. Please remember, all Child Find information is confidential.

Scurry-Rosser Independent School District
Department of Special Programs
Child Find Services
Staff Roles and Responsibilities

Personnel assigned to the following positions have been assigned responsibilities related to the Child Find Identification process. Each person has received training regarding the policies and procedures for Child Find activities for which they have the designated responsibility.

ROLE: District Child Find Contact/ Coordinator

Person Assigned: Heather Jestis Position: Director of Special Programs

RESPONSIBILITIES:

- ¥ Provides district/program coordination of Child Find efforts
- ¥ Maintains documentation of Child Find activities
- ¥ Conducts and maintain documentation of Child Find public awareness efforts
- ¥ Maintains documentation system for Child Find referrals
- ¥ Coordinates or be responsible for the coordination of Early Childhood Intervention interactions in compliance with federal or state guidelines
- ¥ Maintains a dissemination network information regarding community agencies, facilities, individuals, and communication with these groups and individuals
- ¥ Promotes collaboration and cooperation among state and regional agencies who serve children
- ¥ Maintains documentation of district training required under Child Find
- ¥ Distributes Child Find information and training materials within the district/program
- ¥ Performs other duties as necessary to maintain and support Child Find efforts and requirements

ROLE: District Child Find Assessment Personnel

Positions Responsible: Educational Diagnosticians and Psychologists, Other Staff as Appropriate

RESPONSIBILITIES:

- ¥ Assists with district/program coordination of Child Find efforts
- ¥ Maintains documentation of Child Find activities
- ¥ Maintains documentation system for Child Find referrals
- ¥ Processes referrals and conducts assessments in a timely and appropriate manner
- ¥ Maintains documentation as required for compliance with timelines and other guidelines
- ¥ Complies with state Child Find system requirements regarding assessment and evaluations
- ¥ Participates in IEP development and placement decision-making as designated
- ¥ Distributes Child Find information and training materials as requested
- ¥ Performs other duties as necessary to maintain and support Child Find efforts and requirements

ROLE: Campus Child Find Contact/Coordinator

Positions Responsible: Campus Secretaries, Counselors, or Others as Assigned

RESPONSIBILITIES:

- ¥ Assists with district/program implementation of Child Find efforts
- ¥ Documents Child Find activities as assigned
- ¥ Documents dissemination of Child Find information and materials as requested
- ¥ Performs other duties as assigned to maintain and support Child Find efforts and requirements

ROLE: Elected District Officials

Positions Responsible: Board Members

RESPONSIBILITIES:

- ¥ Completes required training regarding the Child Find process and procedures
- ¥ Supports procedures that provide compliance with state or federal Child Find guidelines
- ¥ Performs other duties as necessary to maintain and support Child Find efforts and requirements

ROLE: District and Campus Administrators

Positions Responsible: Central Office Administrators, Principals, Assistant Principals, and Others

RESPONSIBILITIES:

- ¥ Assists with district/program implementation of Child Find efforts
- ¥ Maintains responsibility for the gathering of documentation of Child Find activities
- ¥ Distributes and/or displays Child Find information and training materials as requested
- ¥ Provides assurance that required Child Find training has been provided to assigned staff
- ¥ Maintains documentation as required for compliance with timelines and other guidelines
- ¥ Participates in IEP development and placement decision-making as designated
- ¥ Performs other duties as necessary to maintain and support Child Find efforts and requirements

ROLE: Instructional Personnel

Positions Responsible: General and Special Education Teachers and Paraprofessionals

RESPONSIBILITIES:

- ¥ Assists with district/program implementation of Child Find efforts
- ¥ Provides necessary documentation of Child Find activities and referrals
- ¥ Maintains documentation as required for compliance with federal and state guidelines
- ¥ Participates in IEP development and placement decision-making as designated
- ¥ Distributes Child Find information and training materials as requested
- ¥ Completes required training regarding the Child Find process and procedures
- ¥ Performs other duties as necessary to maintain and support Child Find efforts and requirements

ROLE: District and Campus Professional Support Personnel

Positions Responsible: Counselors, Instructional Coordinators, Other Staff as Appropriate

RESPONSIBILITIES:

- ¥ Assists with district/program coordination of Child Find efforts as designated
- ¥ Maintains documentation of Child Find activities as designated
- ¥ Maintains documentation system for Child Find referrals as designated
- ¥ Participates in the referral process as required in a timely and appropriate manner
- ¥ Maintains documentation as required for compliance with state or federal guidelines
- ¥ Participates in IEP development and placement decision-making as designated
- ¥ Distributes Child Find information and training materials as requested
- ¥ Completes required training regarding the Child Find process and procedures
- ¥ Performs other duties as necessary to maintain and support Child Find efforts and requirements

ROLE: District and Campus Office Staff

Positions Responsible: Central Office and Campus Secretaries, Clerks, and Support Paraprofessionals

RESPONSIBILITIES:

- ¥ Assists with district/program implementation of Child Find efforts
- ¥ Participates in gathering of documentation of Child Find activities as assigned
- ¥ Completes required training regarding the Child Find process and procedures
- ¥ Distributes Child Find information and training materials as requested
- ¥ Completes required training regarding the Child Find process and procedures
- ¥ Performs other duties as necessary to maintain and support Child Find efforts and requirements

ROLE: Other District and Campus Personnel

Positions Responsible: Maintenance Workers, Janitors, Cafeteria Staff, Bus Drivers, and Others

RESPONSIBILITIES:

- ¥ Completes required training regarding the Child Find process and procedures
- ¥ Performs other duties as necessary to maintain and support Child Find efforts and requirements