

Child Find Policy & Procedure Checklist

POLICY

Each public agency will ensure that all children with disabilities within the boundaries of the public agency, including children with disabilities who are homeless or wards of the State, and children with disabilities attending private schools or home schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated.

PROCEDURES

Individuals with Disabilities Education Act (IDEA '04)

34 CFR §300.111 Child Find

1) **Unified School Districts, Elementary School Districts, and Union High School Districts** will identify, locate, and evaluate all children with disabilities **within their geographic boundaries** who are in need of special education and related services.

This must include:

- a) Children who are homeless;
- b) Children who are highly mobile, including migrant children;
- c) Children who are wards of the state; and,
- d) Children who are attending private schools or home schools.

Charter Schools will identify, locate, and evaluate all children with disabilities within their population served who are in need of special education and related services.

2) Child find must also include children who are suspected of being children with a disability and are in need of special education, even though:

- a) They are advancing from grade to grade or
- b) They are highly mobile children, including those who are migrant children.

3) Each public agency will maintain a record of children who are receiving special education and related services.

Arizona Administrative Code (AAC)

R7-2-401.C Public Awareness

1) Each public agency shall inform the general public and all parents within its boundaries of responsibility of the availability of special education services for students aged 3 through 21 years and how to access those services, including information regarding early intervention services for children aged birth through 2 years.

2) **Unified School Districts, Elementary School Districts, and Union High School Districts** are responsible for public awareness and child find for private schools within their geographic boundaries.

AAC R7-2-401.D Child Identification and Referral

1) Each public agency shall establish, implement, and disseminate to its school-based personnel and all parents written procedures for the identification and referral of all children with disabilities aged birth through 21 years.

Unified School Districts, Elementary School Districts, and Union High School Districts

must include children with disabilities attending private schools and home schools, regardless of the severity of the disability.

- 2) Each public agency will require all school-based staff to review the written procedures related to child identification and referral on an annual basis and will maintain documentation of the staff review.
- 3) Identification (screening for possible disabilities) shall be completed within 45 calendar days after:
 - a) Entry of each preschool or kindergarten student and any student enrolling without appropriate records of screening, evaluation, and progress in school; or
 - b) Parent notification of concern regarding developmental or educational progress by their child aged 3 through 21 years.
- 4) Screening procedures shall include vision and hearing status and consideration of the following areas:
 - a) Cognitive or academic;
 - b) Communication;
 - c) Motor;
 - d) Social or behavioral; and
 - e) Adaptive development.
- 5) For a student transferring in to a school, the public agency shall review enrollment data and educational performance in the prior school. If there is a history of special education for a student not currently eligible for special education or of poor progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services.
- 6) If a concern about a student is identified through screening procedures or review of records, the parents of the student shall be notified of the concern within 10 school days and informed of the public agency's procedures to follow up on the student's needs.
- 7) Each public agency shall maintain documentation of the identification procedures utilized, the dates of entry into school or notification by parents of a concern, and the dates of screening. The dates shall be maintained in students' permanent records.
- 8) If the screening indicates a possible disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. A parent or a student may request an evaluation of the student. For parentally placed private school students, the school district within whose boundaries the nonprofit private school is located is responsible for such evaluation.
- 9) If, after consultation with the parent, the public agency determines that a full and individual evaluation is not warranted, the public agency shall provide prior written notice and procedural safeguards notice to the parent in a timely manner.