

Instruction

Administrative Procedure – Required State Board Procedures – Section 2 - Child Find

- A. The School District shall conduct activities to create public awareness of special education and related services and advise the public of the rights of children with disabilities. All such public awareness activities shall ensure that information is made available in each of the major languages represented in the School District and in language that will be understandable to parent(s)/guardian(s). The School District shall maintain documentation of its public awareness activities.
 - a. Methods which may be utilized by the School District to conduct public awareness activities include the following:
 - i. Utilization of various local media resources including television, radio, and newspaper; and
 - ii. Development of communication links with various agencies that provide services to children with disabilities within the community and dissemination of child find materials to hospitals, clinics, pediatricians, pediatric nurses, and social service professionals involved in family or child services.
 - b. The School District's public awareness activities shall include:
 - i. Annual notification to all parent(s)/guardian(s) in the School District regarding the special education services available in or through the School District and of their right to receive a copy of 23 Ill. Admin. Code Part 226; and
 - ii. Annual dissemination of information to the community served by the School District regarding the special education services available in or through the School District and the rights of children with disabilities.
 - c. The School District shall be responsible to locate, identify and evaluate all children from birth through 21 within the School District who may be eligible for special education and related services, including children who are not currently enrolled in the school's educational program, children in nonpublic schools, and highly mobile children such as migrants and homeless children. This process shall include:
 - i. Collecting, maintaining and reporting current and accurate data on all public awareness and child find activities;
 - ii. Reviewing the overall success and effectiveness of the School District's public awareness and child find activities;
 - iii. Modifying the School District's public awareness and child find activities, as necessary and appropriate; and
 - iv. Utilizing data relative to the School District's public awareness and child find activities to plan for the delivery of services to children with disabilities.

- d. The School District's child find activities shall further include:
 - i. Annual screening of children under age 5 to identify those who may need early intervention or special education and related services;
 - ii. Hearing and vision screening at regular intervals during the child's school career and annually for all children who receive special education and related services;
 - iii. Ongoing review of each child's performance and progress by teachers and other professional personnel, in order to refer those children who exhibit problems with their educational progress, interaction with others, and/or functioning or adjustment in the school environment and may be eligible for special education and related services;
 - iv. Ongoing coordination with early intervention programs to identify children from birth through two years of age who have or are suspected of having disabilities, in order to ensure provision of services in accordance with applicable timelines. Each local School District shall participate in transition planning conferences arranged by the designated lead agency in order to develop a transition plan enabling the public school to implement an IFSP or IEP no later than the third birthday of each eligible child.
 - v. Coordination and consultation with nonpublic schools located within the School District that results in child find activities comparable to those activities undertaken for children in the public schools.
- e. The School District's child find activities shall be performed by personnel who meet all relevant certification or other relevant licensing standards.
- f. When responsible School District personnel conclude that an individual evaluation of a child is warranted, the procedures for referral and evaluation set forth herein will be followed.
- g. When there is a reason to believe that a child may have a disability requiring special education and related services, the child shall be referred for a special education evaluation. Referrals may be made by any concerned person, including but not limited to School District personnel, the parent(s)/guardian(s) of the child, an employee of a community service agency, a professional having knowledge of a child's problems, a child, or an employee of the ISBE.
- h. A referral process shall be developed and implemented by the Director of Special Education and communicated annually to all professional personnel within the School District and to persons within the community. The referral procedures shall include:
 - i. The steps to be taken in making a referral, including a direction that referrals are to be made in writing, signed, and dated;
 - ii. The person(s) to whom a referral may be made;
 - iii. The information that must be provided;
 - iv. Assistance, if needed, to enable persons making referrals to meet all referral requirements; and

CHILD FIND PROCESS
ATTACHMENT 2

- v. A process for providing the parent(s)/guardian(s) with notice of their rights with respect to procedural safeguards.
- i. The School District shall decide whether or not to conduct an evaluation and notify the parent(s)/guardian(s) and the referring party in writing of the decision and the basis on which the decision was reached.
- j. If the School District decides to conduct an evaluation, parental consent must be obtained.
- k. If the School District decides not to conduct an evaluation, the parent(s)/guardian(s) and, subject to the requirements of law, the referring party, shall be notified in writing of the date of the referral, the reasons for which the evaluation was requested, the reasons that the School District decided not to conduct the evaluation and provided with notice of their rights with respect to procedural safeguards.

LEGAL REF.: 20 U.S.C. §§ 1412 (State eligibility), 1412 (a)(7), 1413 (local educational agency eligibility).
34 C.F.R. § 300.125.
105 ILCS 5/14-8.02(b).
23 Ill. Admin. Code §§ 226.50 (requirements for FAPE), 226.75 (definitions), 226.100 (child find responsibility), 226.110 (referral).

CROSS REF.:

ADOPTED: September 11, 2008