

# CHILD FIND

## CHILD FIND SYSTEM

(1) An LEA shall have in effect procedures that plan and implement a child find system to locate, identify, and evaluate each child:

- (a) whose age is three (3) to twenty one (21);
  - (b) who resides in a home, facility, or residence within the LEA's geographical boundaries, including children with disabilities who attend private schools located within the LEA boundaries, children who are highly mobile such as migrant and homeless children as described in 704 KAR 7:090, children who are wards of the state or are in state custody, and students who are advancing grade to grade resulting from passing a grade but who still may have a disability;
  - (c) who is either in or out of school;
  - (d) who may need special education and related services;
- (2) for preschool age children with disabilities, a LEA must ensure a smooth and effective transition from the early intervention program to preschool; and
- (3) each LEA shall participate in transition planning conferences for children with disabilities served by early intervention programs.

707 KAR 1:300 Section 1 (1-3)  
34 CFR 300.111 (a) (i) & (c)

Owen County School District (hereinafter called OCSD) makes a systematic effort to identify all children who may have a disability and need special education and related services. The Child Find system includes activities to locate, identify, and evaluate each child who:

1. is three (3) to twenty-one (21) years of age;
2. is out-of-school or in-school;
3. attends a private school in the district;
4. is highly mobile such as migrant and homeless children;
5. who may need special education and related services;
6. are wards of the state or are in state custody;
7. is advancing from grade to grade resulting from passing a grade but who still may have a disability; and
8. need transition planning conferences to ensure a smooth and effective transition from the early intervention program to preschool (see **Preschool Transition** procedures in **IEP**).

### Child Find Activities in Private Schools

(1) An LEA shall locate, identify, and evaluate all private school children with disabilities, including school children attending private, religious schools within the boundaries of the LEA. These activities shall be comparable to the activities to locate, identify, and evaluate children with disabilities in the public schools. An LEA in which private schools are located shall include parentally-placed private school children who attend those schools but reside in a state other than Kentucky in the LEA's child find activities.

(3) An LEA shall consult with appropriate representatives of the private schools on how to carry out these activities.

(4) Child find activities shall be completed in a time period comparable to that for other students attending public school in the LEA. An LEA shall not consider the costs, including the cost of

individual evaluations incurred by the LEA's child find activities, in meeting its obligation under 707 KAR 1:370 Section 4 (3).

707 KAR 1:370 Section 2 (1), (3), (4)  
34 CFR 300.131

If, through Child Find activities, OCSD locates a child who is parentally placed in a private school in OCSD, OCSD staff can not disclose information to the school of residence without obtaining written parental consent (see **Release of Education Records to another Public School District in CONFIDENTIALITY** procedures).

OCSD's Child Find System is:

1. available throughout the calendar year during the normal business day;
2. involves opportunities for parent and community involvement; and
3. informs all involved personnel of due process and confidentiality procedures and requirements according to **Training and Awareness** in procedures for **CHILD FIND**.

## LOCATION ACTIVITIES

OCSD includes the involvement of parents and community in the Child Find System. During the year, OCSD actively seeks and locates children who may have disabilities by:

1. conducting awareness activities with the general public and with OCSD personnel to notify them of the need to find children with disabilities who need special education and related services;
2. contacting private (including home schools) and parochial schools and other programs and agencies providing services to children to notify them of the availability of special education and related services and methods of referral; and
3. conducting screening activities to identify any child who may need further evaluation to determine if the child has a disability and needs special education and related services.

## Public Notice

(a) The SEA must give notice that is adequate to fully inform parents about the requirements of Sec. 300.123 including:

- (1) a description of the extent that the notice is given in the native languages of the various population groups in the state;
- (2) a description of the children on whom personally identifiable information is maintained, the types of information sought, the methods the state intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information;
- (3) a summary of the policies and procedures that participating agencies must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information; and
- (4) a description of all of the rights of parents and children regarding this information, including the rights under FERPA and implementing regulations in 34 C.F.R. part 99.

(b) Before any major identification, location, or evaluation activity, the notice must be published or announced in newspapers or other media, or both, with circulation adequate to notify parents throughout the state of the activity.

34 CFR 300.612

Annually, and before any major identification, location, or evaluation activity, OCSD gives public notice about child identification activities. The public notice is published in the Student Handbook and is provided in conjunction with the Family Educational Rights and Privacy Act (FERPA) notice.

OCSD makes the public notice available in the native language or other mode of communication of the various populations to the extent feasible, including any language or other communication mode that requires an interpreter or translator.

The public notice includes:

1. a description of children for whom the district will keep personally identifiable information;
2. the types of information the district wants to obtain;
3. the methods the district intends to use to gather the information, including the sources from whom information is gathered;
4. how the district will use the information it gathers;
5. a summary of the district's procedures for storage, disclosure to third parties, retention, and destruction of the information gathered; and
6. a description of the rights of parents and children regarding the information, including the rights under the Family Education Rights and Privacy Act (FERPA) and its implementing regulations.

The DoSE sends the public notice and information to a variety of locations to reach parents who are:

1. non-readers;
2. without access to mass media (newspaper, radio, internet, and TV);
3. without children in school;
4. homeless; or
5. not primarily English speaking.

Annually, the DoSE obtains information about families residing in OCSD boundaries who are non-English speaking. If a need to interpret or publish the notice in a language other than English is identified, the notice is interpreted, or translated and published in the other language. If someone cannot be identified to appropriately translate the notice (e.g., by checking the KDE web site for a translation; by contacting surrounding colleges and universities, etc.), the district contacts KDE, in writing, for assistance in securing the necessary interpretation or translation.

Copies of all letters of correspondence involved in securing necessary interpretations or translation of the notice, and a copy of any translation are on file in the central office.

## Training and Awareness

Annually, the DoSE conducts awareness activities with OCSD personnel to notify them of the need to find children with disabilities who may need special education and related services. The DoSE keeps copies of sign-in sheets and agendas.

The DoSE or designee trains or updates OCSD administrative personnel about procedures for due process, confidentiality, and referral of children who may have disabilities and need special education and related services. Principals or their designees provide training for their respective staffs within 30 calendar days of the start of school (see also **Confidentiality Training** in procedures for **CONFIDENTIALITY**). Each September, the DoSE sends Child Find posters to each school building.

## CHILD TRACKING SYSTEM

An LEA shall have in effect policies and procedures that plan and implement a child find system to locate, identify, and evaluate each child.

707 KAR 1:300 Section 1  
34 CFR 300.111 (a) (1) (ii)

Child Find for Children with Disabilities Enrolled by their Parents in Private School.

(2) The LEA shall maintain in its records and provide to KDE:

- (a) the number of children evaluated under this section;
- (b) the number of children determined to be children with disabilities under this section; and
- (c) the number of children served under this section.

707 KAR 1:370 Section 2 (2)  
34 CFR 300.131 (a) & (b)

OCSD has developed and implements a child tracking system that monitors:

1. children who are in the referral and evaluation process;
2. children who are determined to have a disability;
3. children who are currently receiving needed special education and related services, including private school children receiving services as outlined in a Services Plan; and
4. children who have been determined eligible for special education and related services but are not currently receiving these services, including children in private schools who do not have a Service Plan.

The Child Tracking System allows access to needed information for district, state and federal data reports; and includes methods for keeping accurate records on the current status of all children in the process of identification; location; referral; evaluation; placement; provision of a free and appropriate education; review; and reevaluation.

The DoSE maintains a child tracking system which provides information and the

current status of children in the process of location, referral, evaluation, eligibility, services, placement, review, and reevaluation. This includes, but is not limited to, children in:

1. OCSD schools,
2. private schools,
3. parochial schools,
4. Head Start,
5. state operated schools,
6. hospitals or other treatment facilities,
7. Cabinet for Families and Children programs,
8. Department of Juvenile Justice programs,
9. Correctional facilities, and
10. home schools.

The DoSE also maintains information in the child tracking system on children who are eligible for services but not receiving services; and OCSD resident children who are placed by OCSD in another school district or agency.

The DoSE makes sure that all child tracking data are collected and stored and OCSD staff who have access to child tracking data are trained according to **Confidentiality Training** in procedures for **CONFIDENTIALITY**.