

# Kalamazoo Public Schools

## CHILD FIND OBLIGATIONS (May 2021)

### Regulation/Rule

**§ 300.111** Child Find (a) General. (1) The State must have in effect policies and procedures to ensure that—  
(i) All children with disabilities residing in the State, including children with disabilities who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located and evaluated.

### GUIDANCE

Public agencies (including local school district and public school academies, hereafter referred to as “districts”) have the federal obligation:

- Identify
- Locate
- Evaluate
- Inform the community at large on an annual basis of available special education program and services

Districts have the child find obligation for public schools, private schools including parochial schools and registered home schools.

**Child find obligations extend to students in hospitals, childcare institutions, juvenile detention facilities and correctional facilities.**

### CHILD FIND ACTIVITIES

Under the Individuals with Disabilities Education Act (IDEA), **Kalamazoo Public Schools (KPS)** is responsible for conducting continuous efforts intended to identify, locate, and evaluate all children with disabilities who reside in the **KPS** district, including children with disabilities who are homeless, children who are making progress grade to grade, and highly mobile children, who are in need of special education and related services.

The district may not take a passive approach and wait for others to refer the student for special education services; the district must seek out IDEA eligible students. States and districts are required to conduct child find activities as stated by the IDEA regulations in Part B (§ 300.111) and Part C (§§ 303.302 and 303.303). In accordance with the IDEA and state law, districts must identify, locate, and evaluate children and youth from birth through age 25 who need early intervention services or special education services.

## CHILD FIND ACTIVITIES(Conti.)

Kalamazoo Public School district staff promote public awareness of disabilities and the availability of Special Education programs and services. Examples of public awareness activities include, but are not limited to, the following:

- Ongoing communication and outreach
- Participation in area information fairs
- Distribution of printed materials
- Informational website
- Media coverage

Kalamazoo Public School district staff establish cooperative liaisons with other professionals and community agencies who may be potential referral sources. Examples of professionals and community agencies include, but are not limited to, the following:

- Community resources including the Integrated Services of Kalamazoo and organizations intended to support individuals with disabilities or their families like the ARC of Kalamazoo
- Facilities and services for incarcerated and/or adjudicated youth and young adults, including Kalamazoo County Jail, Kalamazoo County Juvenile Home
- Area hospitals, healthcare agencies, health care clinics and other health care providers
- Community agencies including the Kalamazoo Health Department, Department of Health and Human Services
- Child Care and Preschool programs including Head Start, Great Start Readiness Program, and local private centers

Forms of media used for outreach efforts include, but are not limited to, the following:

- KRESA and member district websites
- Print materials

Child Find is a continuous process of public awareness activities which include screening, designed to identify, locate, and evaluate all children with disabilities who may be in need of early intervention programs or special education as soon as possible.

## SPECIAL EDUCATION REFERRAL PROCESS

A referral for initial evaluation should state why it is thought that the child may have a disability. Kalamazoo Public Schools are required to respond to an initial evaluation request within 10 school days of receipt of a referral and must complete an initial evaluation and eligibility determination within 30 school days of obtaining parental consent.

The initial evaluation timeline does not apply if:

- The parent fails or refuses to respond to a request for consent for the evaluation after reasonable efforts;

- The parent of the child repeatedly fails or refuses to produce the child for the evaluation; or
- The child enrolls in another district prior to the determination of eligibility.

Factors to consider that **may** trigger a special education referral are:

- Parent/guardian expressed concerns
- Known medical or mental health concerns
- Teacher expressed concerns
- Attendance and/or truancy issues
- Poor grades and/or academic concerns
- Student conduct data/referrals
- Referral to the Child Study Team
- Poor response to evidenced-based interventions

KPS accepts referrals for an initial evaluation from the following persons:

- A child's parent;
- The child provided that educational rights have transferred to the child; and
- A **general** teacher/staff member of KPS who has knowledge of the child.

KPS must make reasonable efforts to obtain parental consent for an initial evaluation. Reasonable efforts include attempting to contact the parent at least three (3) times on three (3) different dates using at least two (2) modalities. KPS must begin reasonable efforts within 10 business days of receipt of the referral. KPS must conduct an analysis of existing data on the child to determine if additional assessments are necessary. KPS will provide the parent of a child suspected of having a disability with Procedural Safeguards and any additional information about the nature of any additionally required assessment. KPS includes within their Child Find System incarcerated youth who would be eligible to receive a Free and Appropriate Public Education.

Kalamazoo Public Schools' MultiTiered Systems of Supports(MTSS) efforts will not be used to delay the initial evaluation of a child who may be a child with a disability in need of special education and related services. The responsibility of the general education staff members is crucial in the child find process to ensure the district has met its requirements.