



---

## **CHILD FIND PROCEDURE (SPE-P019)**

Clarksville-Montgomery County School System

---

### **1.0 SCOPE:**

- 1.1 This procedure describes the process used for developing and communicating child find activities within the jurisdiction of CMCSS.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Director of Special Populations

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Academic Officer

### **4.0 DEFINITIONS:**

- 4.1 "Child Find" means locating, identifying, and evaluating children with disabilities for special education and related services.
- 4.2 "Informed Parental Consent" means that the parent has been fully informed of all information relevant to the activity for which consent is sought, in his or her native language, or through another mode of communication. (See 34 C.F.R. § 300.9 for additional information).
- 4.3 "Prior Written Notice" or "PWN" means notice that must be provided to parents at least ten (10) school days prior to:
- 4.3.1 proposing to initiate or to change the identification, evaluation, or educational placement of an eligible child, or the provision of a free appropriate public education (FAPE) to an eligible child: or
  - 4.3.2 refusing to initiate or to change the identification, evaluation, or educational placement of an eligible child or the provision of FAPE to an eligible child.
- 4.4 "Referral" means a written form, specifically, the SPE-F034 form from a parent, district staff, or outside source that they suspect a student may have an educational disability.

### **5.0 PROCEDURE:**

- 5.1 CMCSS shall develop and implement child find activities to identify, locate and evaluate all children with disabilities, or who are suspected of having a disability, within its jurisdictional boundaries, ages three (3) through twenty-one (21), both inclusive, who need special education and related services, even though they are advancing from grade to grade. This includes, but is not limited to:
- 5.1.1 Children who are enrolled by their parents in a non-public school located within the jurisdictional boundaries of CMCSS;
  - 5.1.2 Children who are wards of the state; and
  - 5.1.3 Children who are highly mobile (including children who are considered as migrants and children who are considered to be homeless).



## **CHILD FIND PROCEDURE (SPE-P019)**

Clarksville-Montgomery County School System

- 5.2 CMCSS shall create public awareness of special education programs and services through a variety of modes:
  - 5.2.1 published announcement through public media;
  - 5.2.2 published announcement on the main CMCSS District Website throughout the calendar year;
  - 5.2.3 parent engagement sessions;
  - 5.2.4 method of parent communication through the district (such as Parent Square);
  - 5.2.5 brochures and/or information sheets to be distributed at open houses, parent-teacher conferences, community events, etc.
- 5.3 Any child suspected of having a disability may be referred to CMCSS by a parent, district staff member or outside source. The following steps will be completed in accordance with the Referral for Special Education Evaluation & Eligibility Procedure (SPE-P005).
  - 5.3.1 Upon receipt of the referral, CMCSS will accept, process and document the referral.
  - 5.3.2 After processing the referral, the district will meet within ten (10) school days of receiving the referral, to determine whether or not to conduct a full and individualized evaluation.
    - 5.3.2.1 As a part of the child find process and determination to evaluate, CMCSS will ensure that the general education programs provide and document interventions implemented in the general education program.
  - 5.3.3 Following the determination, CMCSS will complete a prior written notice (PWN) indicating one of the following:
    - 5.3.3.1 A CMCSS proposal to evaluate the child.
    - 5.3.3.2 A CMCSS denial to evaluate the child.
  - 5.3.4 If CMCSS proposes to evaluate the child, the district must receive an informed parental consent signature for an initial evaluation.
  - 5.3.5 The date of the receipt of the signed informed parental consent begins the sixty (60) calendar day timeline to complete the evaluation and determine eligibility.
  - 5.3.6 The IEP team will continue with the process outlined in the Referral for Special Education Evaluation & Eligibility Procedure SPE-P005.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Child Find & FAPE Administrative Policy [SPE-A004](#)
- 6.2 Free Appropriate Public Education Procedure [SPE-P020](#)
- 6.3 Referral for Special Education Evaluation & Eligibility Procedure [SPE-P005](#)



**CHILD FIND PROCEDURE  
(SPE-P019)**

Clarksville-Montgomery County School System

---

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student Record	Paper (in Student Special Education File  Electronic on State Platform	Through the student's 26th birthday	Shred	Locked office and/or locked cabinet

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/27/24		Initial Release

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.

**\*\*\*End of Procedure\*\*\***