

## CHILD FIND PROCEDURES

1. **Annual Notices under the IDEA and Section 504 of the Rehabilitation Act of 1973.**  
The District shall annually provide notice to Colchester residents, in the forms attached as Child Find Notices Forms A and B, of the District's duty to identify, locate and evaluate children between the ages of birth to 22, who have disabilities or are suspected of having disabilities, to determine whether the children have rights to services and other supports as individuals with disabilities under the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973 (Section 504).
  
2. **Distribution of Annual Notices.**
  - a. **Implementation of these child find procedures for the District** shall be overseen by [the District's special education director] ("Director"), with the principals of Colchester schools carrying out building-specific child find efforts.
  
  - b. **Notice Before Any Significant Child Find Activity.** The Director shall ensure that there is public notice before any significant activity is conducted to identify, locate or evaluate children ages birth to 22.
  
  - c. **Publication of Notices.** The Child Find Notices shall be disseminated to the public as follows:

### District-wide (Director):

By publication on the District's website;  
 By including the Notices in all District parent/student handbooks;  
 By publication in at least one newspaper circulated in Colchester;  
 By including in any mailings that are sent to parents of students in attendance  
 By mailing to the headmaster of each independent school in Colchester  
 By mailing to DCF and mental health agencies that serve Colchester residents, for posting  
 By mailing to Colchester day care facilities for posting;  
 By mailing to doctors' offices in Colchester for posting;  
 By mailing to local radio and television stations for public service announcements.  
 By mailing to the Colchester Library and Colchester Town Offices for posting

### Each Colchester School (Principal):

By posting prominently on a bulletin board(s) seen by parents and members of the public, and on a bulletin board in the faculty room;

By including in the school's website;  
 By including in the school's parent/student handbook;  
 By including in any mailings that are sent to parents of students in attendance

- d. **Target Groups for Child Find.** Child find efforts, including methods of disseminating the annual child find notices, shall be designed so as to locate (in addition to others):
- Children who are not enrolled in school;
  - Children enrolled in independent schools or programs of home study in the district;
  - Students who are suspected of having a disability even though they are advancing from grade to grade;
  - Children who are highly mobile such as migrant children;
  - Children who are homeless or in State custody or who are vulnerable adults; and
  - Those who turn 3 years of age at any time after a school year begins and prior to the beginning of the next school year
- e. **Notice in Native Languages.** The Director shall ensure that the child find notices are available in the native languages of major population groups in the District.
- f. **FERPA Rights and Protections.** The annual notice and the notice with respect to a planned child find activity should include a statement that any information gathered through child find activities shall remain confidential as required by the Family Educational Rights and Privacy Act, and shall direct parents and guardians to the school's Student Records Policy and procedures for a full description of those protections.
- g. **Child Count Reporting.** Annually, the Director shall submit to the AOE in the AOE's specified electronic format, data requested regarding students ages 3 through 21 who have been found eligible for special education under the IDEA.

### 3. Handling of Referrals:

#### a. Employee Responsibilities:

All employees shall be responsible for forwarding to the Director, within 2 calendar days of receipt, every referral, inquiry or request regarding identification and evaluation of a child suspected of having a disability. If the referral, inquiry or request was not made in writing, the referring employee shall prepare a written record identifying the requesting party (including contact information) and the date and substance of the referral, inquiry or

request, and forward it to the Director.

**b. Review and Action on Referral:**

- i. The Director shall review the referral, inquiry or request to determine whether it constitutes a request for evaluation under either 504 or the IDEA, and if so, shall forward the request at once to the appropriate EPT or 504 team. (Where a referral is for a special education evaluation, an EPT meeting to determine whether there is a reason to suspect a disability must be held within 15 days of receipt of the initial request,) (See (ii) immediately below.) The parents shall be provided with a copy of Parental Rights in Special Education or 504 Student/Parent Rights, as applicable, and make a record of providing the Rights to the parents.
- ii. If the Director determines that the request is not a request for an evaluation, the Director shall follow up with the person who made the request, and make sure that an appropriate response is provided.
- iii. After gathering sufficient information, the EPT or 504 Team shall follow its usual procedures to determine at a Team meeting, whether there is reason to suspect a disability. At the meeting, the parent shall be provided with a copy of Parental Rights in Special Education and/or 504 Student/Parent Rights, and a record shall be made of providing the Rights to the parents. If the Team concludes that there is a reason to suspect a disability, the Team shall follow its usual evaluation planning and disability determination procedures, to determine whether the student is eligible under the IDEA or protected by Section 504, as the case may be.
- iv. If the Team concludes that there is no reason to suspect a disability, the Team shall notify the parents of the decision and the reasons for the decision. In the case of an EPT decision, a Prior Written Notice of Refusal shall be completed for this purpose and provided to the parents. All information provided to the Team by the parent and other sources shall be noted and preserved. A copy of Parental Rights (IDEA or 504 as applicable) shall be provided to the parents, and a record shall be made of providing the Rights to the parents.

**COLCHESTER SCHOOL DISTRICT CHILD FIND NOTICE:  
SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Colchester School District (CSD) has a duty to identify and locate any children, aged 3 to 22 (including children who are homeless or wards of the State), who reside in the CSD, have disabilities and are not receiving a public education, in order to evaluate such children to determine whether they have disabilities under Section 504 of the Rehabilitation Act of 1973 and/or under Title II of the Americans with Disabilities Act of 1990, and to notify them of their rights under those laws.

If you have or know such a child in your home, school, or neighborhood, please write or phone:

**Superintendent of Schools  
PO Box 27, 125 Laker Lane  
Colchester, VT 05446  
802-264-5999**

## NOTICE

### **Colchester School District Seeks to Identify Children with Disabilities for Special Education Services**

Federal and State law provide that all qualifying children with disabilities have a right to a free, appropriate public education, including, where appropriate, special education and related services.

The Colchester School District has a duty to identify and locate all children or youths who have disabilities or are suspected to have disabilities, who live the Colchester School District, and who are between the ages of 3 and 22, in order to evaluate them and engage in planning of services, as appropriate, under the federal special education law, the Individuals with Disabilities Education Act (IDEA). The District seeks to identify all such children, including those who are homeless, are wards of the State, are vulnerable adults, or are highly mobile (such as migrant children), and those who are attending private school or programs of home study in the District.

Colchester School District also must to identify and locate all infants, birth to age 3, who may have disabilities, for evaluation and services under Part C of the federal special education law, Individuals with Disabilities Act.

If you have or know of such a child in your school, home, or neighborhood, please write or phone the **Superintendent of Schools, PO Box 27, 125 Laker Lane, Colchester, VT, Tel. 264-5999**, for further information.