

Series	300	Instruction
Section	342	Special and Alternate Education Programs
Procedure	342.12P	Child Find

Activities Aimed at Finding Special and Alternate Education Students:

- Census
- Public awareness activities such as public announcements, notices, or paid advertisements
- School District screening for the following groups: children entering school for the first time, transfer students new to the District, children enrolled in the District and in private schools located within the District, any child on request
- School District special education referral and evaluation process

Screening and Referral Procedures

Screening:

The School District of Kewaskum screens students for suspected disabilities in the following ways:

- Early childhood/kindergarten screening
- Record review of transfer students
- Review of standardized achievement tests
- Informal Building Staffings (Student Intervention Teams)

The above mentioned means are ways of identifying students that may have a disability and need special education services. From the information solicited from these screening devices, school personnel conduct interventions to try to accommodate the individual needs within the classroom. When the student needs continue despite documented interventions or the student is suspected of having a disability, the student is referred for a special education evaluation.

Referral:

Persons who have reasonable cause to suspect a child has a special education need shall refer the child to the Director of Pupil Services for an evaluation. These persons may include: teachers, school social workers, school psychologists, counselors, parents, physicians, nurses, and administrators of social service agencies.

Parents must be notified of the intent to refer for a suspected disability. The person initiating the referral for suspected disability must notify the parent (via phone, conference, or letter) prior to submitting the referral. The referring person also completes a referral form and gives the completed form to the Director of Pupil Services.

Notice is provided in the parent's native language or other mode of communication, unless it is clearly not feasible to do so. If the parent's native language is not written, the District will ensure that there is written evidence that the notice was translated and that the parent understood the content of the notice.

When district staff has received a referral from someone outside the District, the parent will be immediately notified of the referral.

When parents have been properly notified of the intent to refer, a completed referral is given to the Director of Pupil Service. The Director of Pupil Services will sign and date the referral. This date will begin the 90-day timeline. The evaluation planning and placement must be completed within 90 days from the date of the Director's signature, unless consent from the parent or the Department of Public Instruction is received to extend the timeline.

The Director of Pupil Services will give the signed referral to the secretary who sends the appropriate forms to the parent. The Director of Pupil Services reviews the referral and assigns the appropriate staff to the IEP Team.

Cross Reference: 342.12

Reviewed: 2004