

# Child Find Process

Parent Request for Testing



School team (SST and Sped) reviews the student data and completes the Referral Form on Goalview.  
Are you moving forward with Child Find?

Yes



SPED team completes Initial Data Review on Goalview.



Complete Eligibility process and continue with RTI process and collect data



No



Prior Written Notice of Refusal (Teacher Specialist Support)

SST Referral

Review the data to determine if the interventions, classroom structure, and instructional effectiveness of the teacher is adequate to meet the needs of the students before sending referral to the Sped team. Have parents been contacted about concerns?



School team (SST and Sped) reviews the student data and completes the Referral Form on Goalview.  
Are you moving forward with Child Find?

Yes



Sped team completes Initial Data Review on Goalview.



Complete Eligibility process and continue with RTI process and collect data



No



Continue with SST interventions

Consider the 3 Prongs for Special Education

Is the student making effective progress in school?  
Is the lack of progress a result of the student's disability?

If yes,  
Complete ERS, Eligibility,  
and IEP documents

Does the student meet the criteria for one or more eligibility category?

Does the student require specially designed instruction in order to access the general curriculum? Also, does the student require related services in order to access the special education services?

If no,  
Complete ERS and Eligibility documents.

## Child Find Process

Reminders	
<p>Parent requests testing for Special Education.</p> <p>If in writing- Immediately consult the school team (SST and Special Ed team).</p> <p>If verbal- Discuss all supports available to the student “problem solving”. Encourage parents to put their continued concerns in writing (Parent Referral Document from the LEA or designee). If the parent returns a written request, refer to “If in writing” above.</p>	<p>School teams have 10 school days to respond. They must review the current data and <b>complete the referral form</b> on Goalview to indicate the decision.</p> <ul style="list-style-type: none"> <li>○ If the school team has determined that the data does not support moving forward with the referral for Child Find, they must respond with a Prior Written Notice stating the refusal to test.</li> <li>○ If the school team has determined that the data supports moving forward with Child Find, they will complete the Initial Data Review document on Goalview.</li> </ul>
<p>Completing testing and holding an eligibility meeting.</p>	<p>School teams have 45 school days from the date of receiving the signed consent to complete this process. (<b>timestamp required upon receipt</b>)</p> <p>If the request is coming from DCFS, school teams must complete the process in 30 school days.</p>
<p>Finalizing IEP after initial eligibility has been determined</p>	<p>School teams have 30 <b>calendar</b> days to finalize the IEP.</p>
<p>Sending Notice of Meeting</p>	<p>Best practice dictates parents have a reasonable amount of time to inform teams of any participants they would like present at a meeting. To best facilitate this, teams need to send notice of meeting at least 5 school days in advance of the meeting.</p>

### SST Referral:

As part of any effective and comprehensive SST process, parental involvement is crucial and must occur prior to a special education referral.

### Vision and Hearing:

When Consent to Test is required...	When Consent to Test is NOT required...
<p>If vision and hearing screening information, including Tier 2, <u>has not</u> been completed prior to the data review date or they have gone more than 2 years without an updated screener, permission for hearing and vision must be acquired as part of the consent to test process.</p>	<p>If vision and hearing screening information, including Tier 2, <u>has</u> been completed prior to the data review date, consent to test for hearing and vision is not required.</p>

**Tier 2 vision screeners are REQUIRED for SLD classifications**

### Observations:

If you will be conducting observations for the purpose of determining eligibility and services for a student, you will need consent for observations.