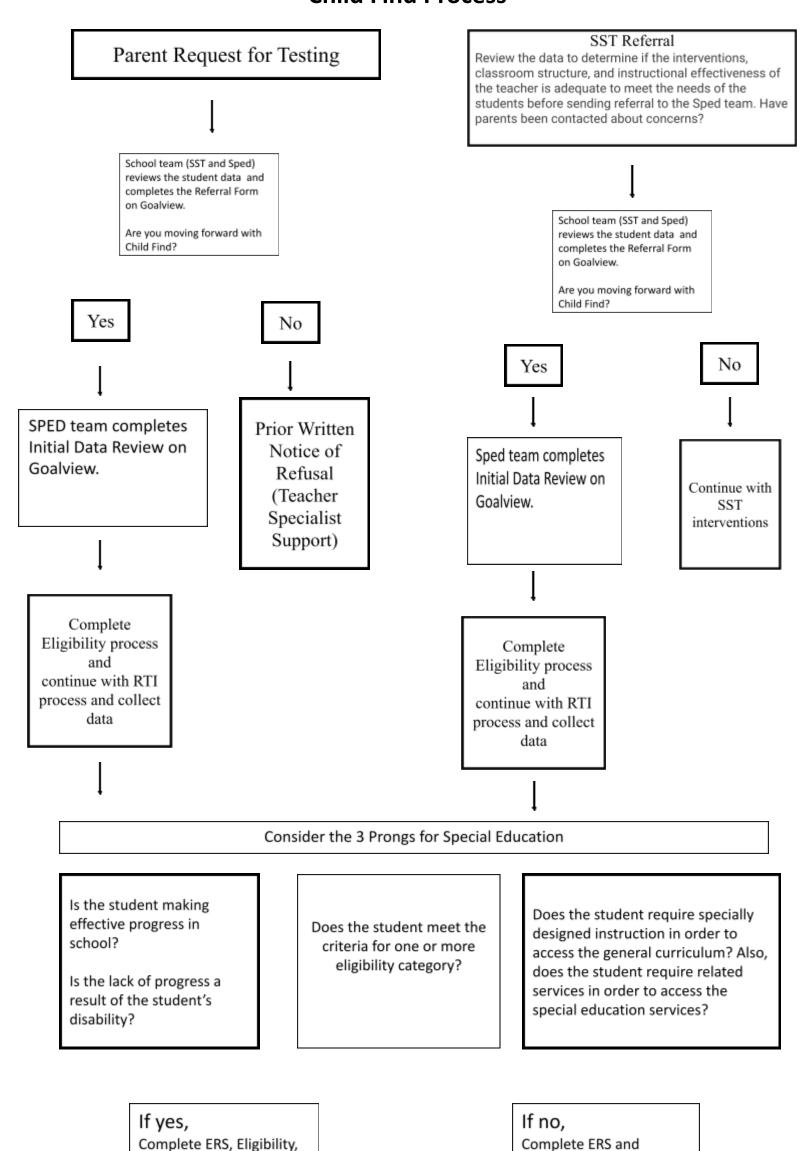
Child Find Process



Eligibility documents.

and IEP documents

Child Find Process

Reminders	
Parent requests testing for Special Education.	School teams have 10 school days to respond. They must review the current data and
	complete the referral form on Goalview to
If in writing- Immediately consult the school	indicate the decision.
team (SST and Special Ed team).	marcate the decision.
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.	 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.
	 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.
Completing testing and holding an eligibility meeting.	School teams have 45 school days from the date of receiving the signed consent to complete this process.(timestamp required upon receipt)
	If the request is coming from DCFS, school
	teams must complete the process in 30
	school days.
Finalizing IEP after initial eligibility has been	School teams have 30 calendar days to
determined	finalize the IEP.
Sending Notice of Meeting	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.

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
If vision and hearing screening information, including Tier 2, has not 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.	If vision and hearing screening information, including Tier 2, has been completed prior to the data review date, consent to test for hearing and vision is not required.

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.