

School District of West De Pere Notice of Child Find

GENERAL

The School District of West De Pere identifies, locates and evaluates all children with disabilities, regardless of the severity of their disability, who are in need of special education and related services, including children attending private schools, children who are not yet three years of age, highly mobile children such as migrant and homeless children and children who are suspected of being a child with a disability even though they are advancing from grade to grade. The local educational agency locates, identifies and evaluates all private school children with disabilities, including religious-school children residing in the jurisdiction of the local educational agency. The activities undertaken to carry out this responsibility for private school children with disabilities are comparable to activities undertaken for children with disabilities in the local educational agency. The local educational agency consults with appropriate representatives of private school children with disabilities on how to locate, identify, and evaluate private school children with disabilities. The local educational agency ensures the confidentiality of data collected and used to meet the requirements of child identification is protected pursuant to the confidentiality requirements of the law.

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REFERRAL

Upon receipt of a referral, the Director of Student Services signs and dates the referral. This begins the process for evaluation and determination of services for students with disabilities. The district solicits and receives referrals of students with suspected disabilities from all persons who have reasonable cause to believe that such disabilities exist. This may include parents, and school personnel, such as teachers, counselors, psychologists, or administrators.

Prior to making a referral, person interested in submitting a referral are encouraged to discuss their concerns with the school psychologist where the student attends or will attend in the case of pre-school children. The school psychologist will assist the staff member to document previous interventions attempted and their effects on the student's educational performance. This process may also serve to inform the parents of the intent to make a referral, and as much as possible, involve parents in the decision making process of the referral and other interventions. These consultative efforts shall focus on appropriate interventions to be attempted or documented in the regular education environment prior to evaluation and/or placement for special educational services. It will not replace evaluation for special education eligibility purposes where such is appropriate.

If a staff member, parent, or any individual knowledgeable about the student wishes to immediately submit a referral in writing, they will be aided in doing so by the school psychologist. All written referrals will be accepted upon the documentation that the parent has been informed of the intent to refer their child for special education services.

A referral must be in writing. It must include the child's name, reasons for the referral, and why the person making the referral believes that the child is a child with a disability. Once the referral has been officially received, it is logged, and forwarded to the case manager. The case manager will then follow up with the parents/guardians as required by law.

Any questions related to the child find activities of the School District of West De Pere or the special education process may be directed to Amy Schuh, Director of Student Services at 337-1393 ext. 8024 or by email at aschuh@wdpsd.com.