SPECIAL EDUCATION

CHILD FIND REFERRAL PROCESS

COLLEGE AND CAREER READY
A WORLD-CLASS EDUCATION FOR MILITARY-CONNECTED STUDENTS
CHILD FIND is DoDEA’s process of locating, identifying, assessing, and evaluating school age students, age 3-21 who it is believed have a suspected disabilities.
Student Services Team (SST) and Case Study Committee (CSC):

• Both are a school based professional multi-disciplinary teams
• Both are responsible for making educational decisions concerning a student
• The CSC oversees and coordinates the special education process
SPECIAL EDUCATION PROCESS

The Special Education Cycle

Referral
A referral may be made by any source, including child study committee, school staff, parent(s), or other individuals.

Evaluation
Evaluations shall be completed within 65 business days of the receipt of the referral by the special education administrator or designee.

Eligibility
Eligibility for special education and related services must be determined within 65 business days after the referral for initial evaluation is received.

Services
Services must be provided as soon as possible following the date the IEP is developed.

Individualized Education Program (IEP)
An IEP must be developed within 30 calendar days of the date of the decision that a child needs special education and/or related services (eligibility).

Annual Review
The IEP must be reviewed at least once a year.

Child Find
Screening or child study committees may identify children who should be referred for an evaluation.
Pre-Referral process identifies and documents activities that address student’s learning and/or behavioral difficulties which includes:

• Development/Implementation of instructional/behavioral interventions
• Data Collect data and Documentation
• Progress Monitoring
• Conduct FBA and develop BIP accordingly
Purpose of the Pre-Referral Process is to include research-based instructional strategies at each level of support.
Referral Actions may be initiated by school staff, parents, students themselves, and representatives of community agencies.
CSC accepts referral when data shows that the student is not making favorable gains and a disabling condition is suspected.

If the CSC does not accept a referral if:
- further interventions are needed;
- Pre-referral documentation does not support adverse educational impact; or
- Parents withdraw the referral (provide PWN).

IF the Parent does Not withdraw the referral
CSC Multidisciplinary Team

The CSC Multidisciplinary Team is comprised of a teacher or other specialist with knowledge in the area(s) of suspected disability(ies) and must:

- Include a representative from two or more disciplines;
- Include observations data collected during the pre-referral period (or conduct new observations to fulfill the observation requirement for the assessment);
- Involve the parent in the process

3 MUST HAVES
Parental Consent must be obtained at 3 Critical Points:

• Before starting formal evaluation procedures to determine if the student qualifies as a student with a disability;

Once Student is Eligible:

- Before initial provision of special education and related services;
- Prior to conducting a re-evaluation.