

Instruction

Child Find and Public Awareness

L.E.A.S.E. shall follow those procedures developed by the Illinois State Board of Education for creating public awareness of special education as well as those procedures governing referral through placement for all children with disabilities ages 3 through 21 and where applicable from birth through two.

Program Development – 0-3

The L.E.A.S.E. office shall develop administrative procedures for transitioning the placement of children below the age of 3 into needed special education programs for 3 to 5 year olds.

ADOPTED: September 11, 2008

Instruction

Administrative Procedure – Required State Board Procedures – Section 2 - Child Find

- g. When there is a reason to believe that a child may have a disability requiring special education and related services, the child shall be referred for a special education evaluation. Referrals may be made by any concerned person, including but not limited to School District personnel, the parent(s)/guardian(s) of the child, an employee of a community service agency, a professional having knowledge of a child's problems, a child, or an employee of the ISBE.
- h. A referral process shall be developed and implemented by the Director of Special Education and communicated annually to all professional personnel within the School District and to persons within the community. The referral procedures shall include:
 - i. The steps to be taken in making a referral, including a direction that referrals are to be made in writing, signed, and dated;
 - ii. The person(s) to whom a referral may be made;
 - iii. The information that must be provided;
 - iv. Assistance, if needed, to enable persons making referrals to meet all referral requirements; and
 - v. A process for providing the parent(s)/guardian(s) with notice of their rights with respect to procedural safeguards.
- i. The School District shall decide whether or not to conduct an evaluation and notify the parent(s)/guardian(s) and the referring party in writing of the decision and the basis on which the decision was reached.
- j. If the School District decides to conduct an evaluation, parental consent must be obtained.
- k. If the School District decides not to conduct an evaluation, the parent(s)/guardian(s) and, subject to the requirements of law, the referring party, shall be notified in writing of the date of the referral, the reasons for which the evaluation was requested, the reasons that the School District decided not to conduct the evaluation and provided with notice of their rights with respect to procedural safeguards.

LEGAL REF.: 20 U.S.C. §§ 1412 (State eligibility), 1412 (a)(7), 1413 (local educational agency eligibility).

34 C.F.R. § 300.125.

105 ILCS 5/14-8.02(b).

23 Ill. Admin. Code §§ 226.50 (requirements for FAPE), 226.75 (definitions), 226.100 (child find responsibility), 226.110 (referral).