

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
1009 Boyce Memorial Drive Ottawa, IL 61350
PHONE/TDD: 815-433-6433 / FAX: 815-433-6164 / EMAIL: mchapman@lease-sped.org

TO: All Private School Administrators, Known Home-School Parents within the boundaries of the LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.)
RESPONSE NEEDED

FROM: Mary Jane Chapman, Executive Director *mjc*

DATE: August 23, 2011

RE: Child-Find Requirements

As a public school agency made up of twenty-seven public school districts within LaSalle and Putnam Counties, L.E.A.S.E. is required to share our referral (child-find) procedures with the private schools and known home schools within our boundaries so that these schools are able to access services for students with disabilities if necessary. Each public school district within L.E.A.S.E. shall conduct activities and evaluate all children within the local public education agency who may be eligible for special education and related services, including children who are not currently enrolled in the public school, children in private or home schools and highly mobile children such as migrant or homeless children.

The L.E.A.S.E. Executive Committee has authorized me to conduct these child-find activities for the 27 school districts of the Cooperative. **In order to accomplish this, I need your assistance.**

***First, if you know of children aged 2.5 through 21 who you feel may have a disability under the I.D.E.A., please list the students on the [Child Find Reporting Form](#), located on the L.E.A.S.E. website, and return the form to me at the following address:**

Mary Jane Chapman, Executive Director
c/o L.E.A.S.E.
1009 Boyce Memorial Drive
Ottawa, IL 61350
Fax: 815-433-6164
Phone: 815-433-6433
Email: mchapman@lease-sped.org

Someone from one of our local schools will be asked to follow up with you regarding each child listed to determine the course of action that should take place.

(continued on next page)

Below is a listing of materials to inform you and your staff of the process used for child find and referral activities within L.E.A.S.E. This [Timely and Meaningful Consultation Guidance](#), along with the other documents listed below, is available on the L.E.A.S.E. website (www.lease-sped.org) by clicking on the “For Administrators” tab. If you are unable to access any of the documents online, please contact me.

- [Child find reporting form](#)
- [L.E.A.S.E. policy 6:130](#) and the accompanying procedures on “Child Find and Public Awareness”
- [Annual Legal Notice of Special Education Services Available in LaSalle and Putnam County Schools](#) published in the major local newspapers throughout our area
- [The L.E.A.S.E. Referral Process, Referral Form and Student Language Survey form](#) which is an addendum to the referral form.
- The [definitions of the various disability categories](#) for which services are available throughout our Cooperative. (This information provides you and your staff basic information as to the types of behaviors or academic difficulties to be aware of for possible referral for special education services.)
- [Illinois Administrative Code, Section 226.110](#) which describes the State regulations surrounding the referral process.
- Information describing the [LaSalle/Putnam County Preschool Team](#) which conducts child find activities for 2.5 through 5 year old children

Other materials available:

- [Proportionate Share Calculation](#) for Parentally Placed Private School Children with Disabilities
- [Private/Parochial Schools](#) that L.E.A.S.E. is aware of located within our boundaries

Third, if you are the administrator of a private school, the L.E.A.S.E. Coordinator, who is assigned to the specific public school district in which your private school is located, will be available to further discuss child-find and to answer any questions that you or your staff may have. If you would like the L.E.A.S.E. Coordinator to share this information at one of your staff meetings, please call our office to request and schedule this.

All private school administrators should communicate the referral procedures described in this communication to their staff and parents so that these individuals will know how to refer a student for an evaluation should the need arise.

Also, if you are a private school administrator, a representative from the public school district in which your private school is located will contact you, if this hasn't already occurred, to further consult with you as to how services to parentally placed private school students with disabilities are to be handled by that district.

For anyone receiving this information, please do not hesitate to contact the L.E.A.S.E. Coordinator assigned to the public school district in which your school is located (or me personally) if you have any questions regarding the child-find process or how to refer a child from your school for an evaluation of special education eligibility. Thank you.

Xc: L.E.A.S.E. Professional Staff