

## **POLICY 6164.3**

### **YOLO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)**

#### **CHILD FIND**

#### **POLICY:**

The Yolo County SELPA carries out a variety of activities to ensure that all individuals with disabilities residing within its jurisdiction are located, identified, and evaluated. These activities include maintaining an ongoing system of coordination, documentation and reporting with regard to child find and public awareness activities throughout the SELPA as required by statute. Child find activities extend to students ages 0-21 years. The Yolo County SELPA works closely with public agencies such as Alta California Regional Center, Head Start, California Children's Services, Yolo County Mental Health and others as appropriate in the identification of individuals with disabilities. Materials are distributed to pediatricians, health care professionals, and other agencies within the SELPA.

The Governing Boards of the Yolo County SELPA assure an ongoing effort to identify all individuals with disabilities including infants, children for whom English is not a primary language, students with low incidence disabilities, students attending private schools, highly mobile children, children that are homeless or wards of the State, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

Reference: EC 56301, 56171  
20 USC 1412 (a)(3)  
34 CFR 300.125  
34 CFR 300.131 (d)

Superintendents' Council

Adopted: April 16, 2008  
Second Reading: April 16, 2008  
First Reading: February 20, 2008

## **PROCEDURE 6164.3**

### **YOLO COUNTY SPECIAL EDUCATION LOCAL PLAN (SELPA)**

#### **CHILD FIND**

#### **PROCEDURES:**

The SELPA staff will have available training to all district office and site level administrators on referral procedures including the need for a written referral request.

Local Education Agency (LEA) administrators are responsible for written notification of all parents, upon enrollment of their child(ren) and annually thereafter, regarding the right to initiate a referral and to review or to file a complaint concerning an alleged violation of special education laws or regulations.

#### **Assistance to Parents In Filing a Written Request**

If a parent makes a verbal request for special education assessment, the public school employee responsible for receiving referrals will inform/assist the parent of the need to file a written request. The public school employee will provide the parent with assistance, as needed, in completing the written request.

#### **Information to Non-English Speaking Parents**

If a parent, whose primary language is not English, makes a verbal request for special education assessment, the public school employee responsible for receiving referrals will inform the parent of the need to file a written request through the use of an interpreter or by providing the parent with written information in the parent's primary language. The public school employee will provide the parent with assistance, as needed, in completing the written request.

Refer to the private school policy, number 6159.09, for child find procedures related to private schools.

Superintendents' Council

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