

Child Find

Child Find legally requires school districts to **identify, locate and evaluate** all children in the community (ages birth-21) who have or are suspected of having a disability. Child Find is the responsibility of all Houston ISD employees.

Campuses must also ensure the Child Find process is followed for students who may be homeless, wards of the State, and/or in the Juvenile Justice System.

HISD has systems in place to **identify, locate and evaluate** young children with disabilities transitioning from Early Childhood Agencies (ECI) and turning 3. The evaluation Intake Team participates in ECI transition meetings with ECI agencies and completes the evaluation process. Campuses must hold the ARD meeting and begin services **by the child's 3rd birthday**.

Parents Referrals

- Parents may contact their child's school to request an evaluation. An Intervention Assistance Team (IAT) meeting must be scheduled within 15 school days to discuss concerns.
- At that time, the IAT must provide the parent a prior written notice (PWN) of whether it agrees or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards.
- If the IAT agrees to evaluate the student, it must also give the parent the opportunity to provide written consent for the evaluation. An Educational Diagnostician, Licensed Specialist in School Psychology or Speech-Language Pathologist must be present to issue consent.

Private School/Home Schooled/Non-Enrolled Students

- Parents may request an evaluation by contacting the Office of Special Education Services at ChildFind@HoustonISD.org or their neighborhood school if their child attends a private school within the Houston ISD geographic boundaries or lives within the Houston ISD geographic boundaries.
- For walk-up evaluation requests, campus personnel must register students as non-ADA to verify name, address, guardian name and date of birth.

Timelines

- All requests for evaluation must be considered by the campus Intervention Assistance Team, which includes a Request for Evaluation (RFE) document in EasyIEP.
- Parents must receive a written response to a request for evaluation within **15 school days**. This response must be provided in the form of a Notice of Decision Not to Test or by obtaining informed consent to proceed with an evaluation. The response to the request for evaluation must be discussed, decided on, and documented by the IAT; however, evaluation team members provide the response to the parent. The Response to the Request for Evaluation is completed in

EasyIEP. Names of all IAT participants must be included on the RFE Response in EasyIEP.

- Once informed consent is obtained, the Full and Individual Evaluation (FIE) must be completed within 45 **school** days of the date the consent was signed by the parent.
- The ARD Committee must convene within 30 **calendar** days to discuss the findings of the FIE and to use those findings to develop the student's Individualized Education Program (IEP).

Child Find Monitoring

Leaders must ensure the following:

- All personnel who answer the phone or work in the front office are trained on the Child Find procedures, specifically for home schooled, private school, and other students not enrolled in Houston ISD.
- IATs meet regularly to discuss student data (academic and behavior), provide interventions in deficit areas, systematically monitor progress on interventions, and refer students that do not show progress.
- IATs must make recommendations for referral based on data. The parent has the right to deny consent for the evaluation, but the data should drive the decisions of District personnel.
- IATs maintain documentation of all meetings, discussions and decisions.
- Timelines from Request for Evaluation to Response through the evaluation process and ARD meeting must be maintained.

For more information, please contact the Office of Special Education Services at 713-556-8000 or the following team members:

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