What is Child Find?
Student Services
09/28/2023

©2023 All Rights Reserved. Loudoun County Public Schools
AGENDA

● The Special Education Process
  ○ Child Find Responsibilities
  ○ Preschool Child Find
  ○ Referral Process Pre-K - 12
  ○ Determination of Eligibility

● Frequently Asked Questions

● Private School Consultation:
  ○ Proportionate Set Aside
  ○ Services Provided

● Reference Guides
  ○ LCPS
  ○ VDOE
The Special Education Process:

Identification & Referral
Evaluation
Determination of Eligibility
IEP Development &
Determination of Services
Annual Review &
3-Year Reevaluation
CHILD FIND RESPONSIBILITY:
Required to locate, evaluate, identify all children, birth through 21 inclusive, living within LCPS jurisdiction who may be in need of special education & related services

- Birth to 3: coordinated by The Infant & Toddler Connection of Loudoun (Infant & Toddler Early Intervention program - Loudoun County Gov’t)

- Age 2 through 21, inclusive—coordinated through LCPS

- Children age 2 and up to 3 years old may receive services through The Infant & Toddler Connection of Loudoun OR LCPS, but not both

- School-aged children are referred to the school’s Referral Review Team
LCPS-SPECIFIC CHILD FIND ACTIVITIES:

- Sends annual letter to private schools, preschools, & pediatricians in Loudoun, as well as to homeschool families.
- Presents to parents, early childhood professionals, and community groups.
- Posts information on LCPS Department of Student Services website (links at end of slides).
LCPS-SPECIFIC CHILD FIND ACTIVITIES:

- Publishes an annual notice in the LCPS Student Rights and Responsibilities handbook
- Holds individual Transition Conferences for families who receive Early Intervention Services
- Screens all children for vision, hearing, speech, voice, language, and fine & gross motor skills within 60 days of initial enrollment. Vision & Hearing also screened in grades K, 3, 7, 10 and scoliosis information provided in grades 5-10
STUDENTS ATTENDING PRIVATE SCHOOL:

**Students attending a private school in Loudoun County**
- If the parents/guardians are Loudoun County residents, the student’s school of residence has the child find obligation, regardless of where the private school is located in within Loudoun County.

**Students attending a private school outside of Loudoun County**
- If parents/guardians are Loudoun County residents and the student attends private school outside of Loudoun County, then both the home school and the jurisdiction in which the private school is located have the child find obligation.
- LCPS must offer a comprehensive evaluation if a disability is suspected.
## TO MAKE A REFERRAL, CONTACT:

<table>
<thead>
<tr>
<th>My child is...</th>
<th>Contact</th>
<th>Phone</th>
<th>Internet Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth to Age 3</td>
<td>Infant &amp; Toddler Connection of Loudoun</td>
<td>571-258-3095</td>
<td>Infant &amp; Toddler Early Intervention program - Loudoun County Government</td>
</tr>
<tr>
<td>Age 2 (by September 30th of</td>
<td>Preschool Child Find Leesburg, VA</td>
<td>571-252-2180</td>
<td>Preschool Child Find Center</td>
</tr>
<tr>
<td>the school year) to Age 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kindergarten age-</td>
<td>Your School’s Special Education Administrator</td>
<td></td>
<td>LCPS Eligibility Services</td>
</tr>
<tr>
<td>eligible through Grade 12</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BIRTH TO AGE 3:
INFANT AND TODDLER CONNECTION OF LOUDOUN

*Infant & Toddler Early Intervention Services provided through Loudoun County Government*

- Separate from Loudoun County Public Schools
- Parents/Guardians contact The Infant & Toddler Connection of Loudoun (ITC Loudoun) directly if they have concerns about their child: 571-258-3095
- Parents/Guardians of children that are age 2 by September 30th of that school year have the option of going through ITC Loudoun or LCPS.
  - If unsure, contact LCPS Preschool Child Find: 571-252-2180
AGES 2 - 5:
LCPS PRESCHOOL CHILD FIND

● A request for an appointment may be made by any source: parent, guardian, private provider, health clinic staff, or other individuals.

● Once a request for an appointment is received, the parent/guardian is contacted by phone to schedule an appointment.
AGES 2 - 5:
LCPS PRESCHOOL CHILD FIND

To request an appointment with Preschool Child Find:
- Scroll to the bottom of our web page for directions and links
  https://www.lcps.org/PreschoolChildFindCenter
- If you do not have access to a computer, please call us at 571-252-2180
AGES 2 - 5: LCPS PRESCHOOL CHILD FIND

● An Early Childhood Special Education teacher and a Speech Language Pathologist conduct the initial appointment.

● Information is gathered to determine whether an educational disability is suspected.

● The team moves into a **Referral Review Team (RRT)** meeting to discuss findings, impressions, and next steps in the process.
REFERRAL REVIEW TEAM PROCESS:

PRE-K - GRADE 12

A referral to the Referral Review Team (RRT) can be made in written, oral, or electronic form for a child, age 2 to 21 inclusive, suspected of a disability.

A referral can be made by any source, including parent, guardian, school staff or other individuals.

If a disability is suspected by a referral source, a Referral Review Team (RRT) will occur within 10 business days of the date the referral was received in written, oral, or electronic form.
REFERRAL REVIEW TEAM PROCESS:
REQUIRED TEAM MEMBERS

- Administrator / Designee
- Referral Source, as appropriate
- Parent / Guardian (must be invited to participate but does not have to attend)
- Child’s Teacher (if applicable)
- Special Education Teacher
- Specialist
- One member of the committee must be knowledgeable about alternative interventions and about procedures required to access programs/services available to assist with students’ educational needs.
REFERRAL REVIEW TEAM PROCESS:

FUNCTION OF THE TEAM

A Referral Review Team (RRT) will review available information (e.g., records, parent/guardian input, teacher report) to make recommendations for academic and behavioral needs. This may include:

- Referring to a general education school-based team (e.g., grade level team, collaborative learning team, intervention team) for students K - 12.
- Referring for evaluation due a suspicion of a disability under Individuals with Disabilities Education Act (IDEA) or Section 504.
  - Written consent is required for evaluation
- Making no further recommendations
After the meeting, LCPS will provide parents:

- Copies of documents.
- Prior Written Notice
  - Notice of Referral, requiring written consent for evaluation
  - Notice of Non-Referral
- Procedural Safeguards
ELIGIBILITY: 14 DISABILITY CATEGORIES

- Autism
- Deaf-Blindness
- Deafness
- Developmental Delay
- Emotional Disability
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Vision Impairment, including blindness

Link to: LCPS Disability Definitions
ELIGIBILITY: CRITERIA

Two major considerations under any of the 14 disability categories:

- Is there adverse effect on the student’s educational performance due to the characteristics of a disability?

- Does the student require specialized instruction through special education and related services due to the adverse effect (s)?
FREQUENTLY ASKED QUESTIONS (FAQs)
HOW DO I REFER A CHILD IF I SUSPECT AN EDUCATIONAL DISABILITY AND GET AN IEP INTO PLACE?

**Birth to 3**: Contact the Infant & Toddler Connection of Loudoun/Infant & Toddler Early Intervention with Loudoun County Government

**Ages 2 to 5**: Request an appointment through the Preschool Child Find Center; if the child is in a STEP program, contact the child’s school of residence

**Kindergarten age to 21**: Contact the school of residence special education administrator
WHAT IS THE TIMELINE FOR CONDUCTING EVALUATIONS WITH STUDENTS WHO ARE HOMESCHOoled? WHAT INFORMATION / DATA SHOULD BE PROVIDED?

LCPS has 65 business days to complete the evaluation/eligibility process from the date the referral was received by the special education designee.

The homeschool educator and/or parent provides information to the evaluators during the process, to include data related to student progress along with information about the curriculum utilized and instruction provided.
DOES LCPS OFFER IN-PERSON EVALUATIONS FOR STUDENTS WHO ARE CURRENTLY HOME-INSTRUCTED AND WHO ARE SUSPECTED OF HAVING A LEARNING DISABILITY?

Yes.

LCPS has the child find responsibility for any child that is a resident of the county including children that are homeschooled.

With written consent for areas of evaluations, LCPS will conduct individual evaluations with students who are home-instructed.

www.lcps.org/EligibilityServices
IF A CHILD IS IN A PRESCHOOL PROGRAM SUCH AS STEP (STARTING TOWARD EXCELLENCE IN PRESCHOOL) OR IN HEAD START, CAN A FAMILY GO TO PRESCHOOL CHILD FIND?

If a child is in an LCPS STEP program, the child find responsibility occurs at their school of residence. Families should contact the child’s teacher and/or school administration of either the school they attend or their school of residence.

If a child attends an LCPS Head Start program, a family should contact the child’s Head Start teacher. The Preschool Child Find office will reach out to the parent to schedule an appointment.
PRIVATE SCHOOL CONSULTATION and PROPORTIONATE SET ASIDE
CONSULTATION PROCESS:
WHAT DO WE MEAN?

GOAL: To actively seek input from Representatives of Parents of Parentally-Placed Private School Students with Disabilities

Students who receive home instruction in accordance with §22.1-254.1 of the Code of Virginia.

We will review:

- Funding - Monies set aside to fund services for Parentally-Placed Private School Students
- Services available during the 2023-2024 school year
- Your input on planning for the 2024-2025 school year
- How to voice a concern regarding your parentally-placed private school student
### PROPORTIONATE SET ASIDE MONIES: Anywhere School District

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of eligible children with disabilities in public schools in the LEA</td>
<td>300</td>
</tr>
<tr>
<td>Number of parentally-placed eligible children with disabilities in private elementary schools and secondary schools located in the LEA</td>
<td>20</td>
</tr>
<tr>
<td>Total number of eligible children in the LEA</td>
<td>320</td>
</tr>
<tr>
<td><strong>Federal Flow-Through Funds to the LEA</strong></td>
<td></td>
</tr>
<tr>
<td>Total Part B allocation to the LEA</td>
<td>$152,500</td>
</tr>
<tr>
<td><strong>Calculating Proportionate Share:</strong></td>
<td></td>
</tr>
<tr>
<td>Total Part B allocation to the LEA</td>
<td>$152,500</td>
</tr>
<tr>
<td>Divided by total number of eligible children in the LEA</td>
<td>320</td>
</tr>
<tr>
<td>Average allocation per eligible child</td>
<td>$476.5625</td>
</tr>
<tr>
<td>Multiplied by the number of parentally-placed children with disabilities</td>
<td>20</td>
</tr>
<tr>
<td>Amount to be expended for parentally-placed children with disabilities</td>
<td>$9,531.25</td>
</tr>
</tbody>
</table>
WHAT TYPES OF SERVICES ARE PROVIDED?

Proportionate share costs are not limited to direct services but can include consultative services, equipment or materials for eligible home-schooled or parentally-placed students with disabilities, or training for private school teachers and other private school personnel.

***34 C.F.R. 300.137(b); 8 VAC 20-81-150(C)(6)(b),(c).
SERVICES PROVIDED

Services currently offered to Parentally-Placed Private School Students with disabilities as documented in the Loudoun County Public Schools Annual Plan 2023-2024:

- Speech and Language Direct Services
- Academic Consultation Services
- Transition Consultation grades 7-12

- Eligibility Process – reviewed at a minimum of every three years
- Individual Service Plan (ISP) Reviewed annually

Proportionate share costs and services are outlined in the 2023-2024 Annual Plan: Special Education / Annual Plan 2023-2024 (lcps.org)
IF YOU HAVE A CONCERN:

- Case manager
- Building Administration
- District Level Administration
- Virginia Department of Education
YOUR ASSISTANCE IS NEEDED

Please take the time to share your thoughts and ideas for potential service opportunities to support Parentally Placed Private School Students with disabilities for the 2024-25 school year.
QUICK REFERENCE LINKS
Early Intervention (Loudoun County Gov’t):
● 571-258-3095
● https://www.loudoun.gov/2778/Infant-Toddler-Early-Intervention

LCPS Preschool Child Find:
● 571-252-2180
● https://www.lcps.org/PreschoolChildFindCenter

Home Instruction
● https://www.lcps.org/Page/78225

Parent Resource Services
● https://www.lcps.org/ParentResourceServices
**Quick Reference Links:**

Loudoun County Public Schools

**LCPS Eligibility Services:** 571-252-1016
- [https://www.lcps.org/EligibilityServices](https://www.lcps.org/EligibilityServices)
- Eligibility Coordinators by School
  [https://docs.google.com/spreadsheets/d/1mAchr-bq5B6UkJszUvZFDgEvDNZp4QbvijssKZBQe90/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1mAchr-bq5B6UkJszUvZFDgEvDNZp4QbvijssKZBQe90/edit?usp=sharing)

**LCPS Disability Definitions**

**LCPS Special Education Procedural Manual**
- [https://www.lcps.org/Page/226099](https://www.lcps.org/Page/226099)
Virginia Department of Education (VDOE):
800-292-3820
https://www.doe.virginia.gov

VDOE: Special Education for Families
https://www.doe.virginia.gov/programs-services/special-education/information-for-families

The Virginia Family’s Guide to Special Education (Revised May 2023):

Procedural Safeguards:
PRESENTER

Sarah Fowler, Supervisor Eligibility & Section 504:
571-252-1016
sarah.fowler@lcps.org

Dawn Harvey, Supervisor Preschool Child Find
571-252-2180
dawn.harvey@lcps.org

Dr. Susan Wheeler, Eligibility Coordinator
571-252-1016
susan.wheeler@lcps.org

Sarah Kish, Assistant Director Procedural Support
540-751-2670
sarah.kish@lcps.org

CONTACT
INFO:
What is Child Find?
Student Services
09/28/2023