



What is Child Find?

Student Services

09/28/2023

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

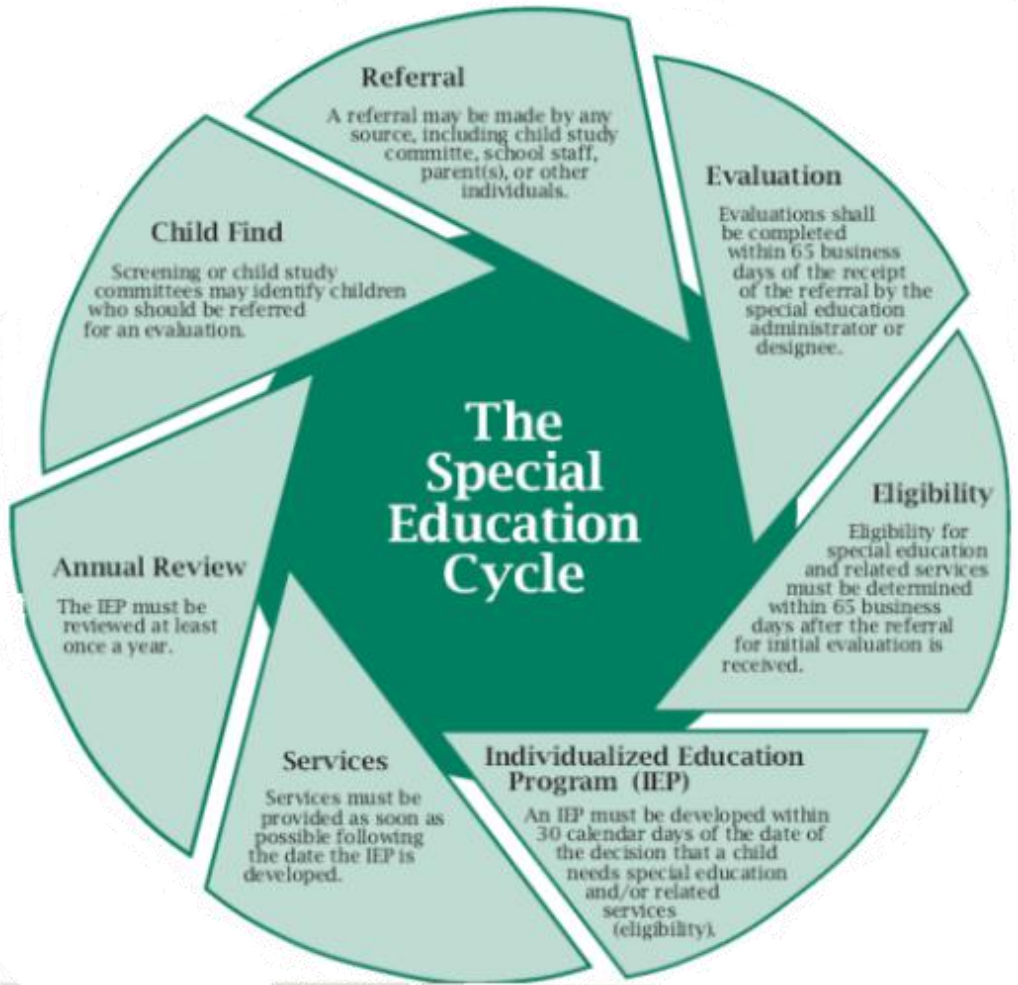
Determination of Eligibility

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:

My child is...	Contact	Phone	Internet Resource
Birth to Age 3	Infant & Toddler Connection of Loudoun	571-258-3095	Infant & Toddler Early Intervention program - Loudoun County Government
Age 2 (by September 30th of the school year) to Age 5	Preschool Child Find Leesburg, VA	571-252-2180	Preschool Child Find Center
Kindergarten age-eligible through Grade 12	Your School's Special Education Administrator	LCPS School Contact List	LCPS Eligibility Services



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.



MULTI-PURPOSE REFERRAL FORM Loudoun County Public Schools

Purpose of Referral (Check ONLY ONE of the boxes below):

- Refer a child who is suspected of having a disability and may be in need of special education services*
- Refer a child who may be in need of Section 504 services**
- Refer a child who may be in need of general education support, strategies, and interventions

Student Name _____	Student ID _____	Date of Birth _____
School _____	Teacher _____	Grade _____
Parent Name(s) _____	Address _____	Phone _____

Referral Concerns: Please describe the concern(s) affecting the student's performance in school and provide any supporting data. What do you want the child to do that he or she is not currently doing? (attach pages if needed)

Description of actions already taken to address the concern: (attach pages if needed)

Name of Referring Source _____	Relationship to Student _____	Date Form Completed _____
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OFFICE USE ONLY

Name of Dispute Resolving Form _____	Date Referral Received by Dispute or Written, Electronic, or Oral Form _____
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The principal or special education designee's decision was to:

<input type="checkbox"/> *Required when a child is suspected of having a disability requiring special education services: Complete VA IEP Eligibility Process Referral within 3 business days and (check one):	Date of Meeting _____
<input type="checkbox"/> Begin initial evaluation procedures & schedule Referral Review Team to identify needed data	
<input type="checkbox"/> Refer the child to the Referral Review Team within 10 days to review & respond to request	
<input type="checkbox"/> Deny the request and provide Prior Written Notice (contact Eligibility Coordinator)	
<input type="checkbox"/> **Required when a child is suspected of requiring Section 504 services: Complete VA IEP Section 504 (PCG Add-On) to schedule team meeting to respond to the referral.	Date of Meeting _____
<input type="checkbox"/> Refer to school team for possible general education support, strategies, and interventions. Specify team: _____	Date of Meeting _____

rev. 08/21



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



REFERRAL REVIEW TEAM PROCESS:

AFTER THE MEETING

After a **Referral Review Team (RRT)** 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' 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

Number of eligible children with disabilities in public schools in the LEA	300
Number of parentally-placed eligible children with disabilities in private elementary schools and secondary schools located in the LEA	20
Total number of eligible children in the LEA	320
Federal Flow-Through Funds to the LEA	
Total Part B allocation to the LEA	\$152,500
Calculating Proportionate Share:	
Total Part B allocation to the LEA	\$152,500
Divided by total number of eligible children in the LEA	320
Average allocation per eligible child	\$476.5625
Multiplied by the number of parentally-placed children with disabilities	20
Amount to be expended for parentally-placed children with disabilities	\$9,531.25



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 2023-2023 \(lcps.org\)](https://www.lcps.org/special-education/annual-plan-2023-2024)



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



QUICK REFERENCE LINKS:

Loudoun County
Public Schools



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>
- Eligibility Coordinators by School
<https://docs.google.com/spreadsheets/d/1mAchr-bq5B6UkjszUvZFDgEvDNZp4QbvijssKZBQe90/edit?usp=sharing>

LCPS Disability Definitions

- <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c2ca2984-9d19-4476-aad2-74c2b85b727d>

LCPS Special Education Procedural Manual

- <https://www.lcps.org/Page/226099>

QUICK REFERENCE LINKS:

Virginia
Department of
Education (VDOE)



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):**

<https://www.doe.virginia.gov/home/showpublisheddocument/890/638289859630600000>

Procedural Safeguards:

<https://www.doe.virginia.gov/home/showpublisheddocument/922/638102617269200000>

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