Child Find, Referral Review and Eligibility: The Special Education Process

Parent Resource Services
February 15, 2022
What is the Special Education Process?

❖ Identification and Referral

❖ Evaluation

❖ Determination of Eligibility

❖ Development of an Individualized Education Program (IEP) and Determination of Services

❖ Annual Review and Reevaluation
Child Find: General Responsibility

Required to locate, evaluate, identify all children, birth through 21 inclusive, living within LCPS jurisdiction who may be in need of special education and related services

- Target Ages: Birth to 21, inclusive

- Birth to 3: coordinated by The Infant & Toddler Connection of Loudoun (Infant & Toddler Early Intervention program - Loudoun County government)

- 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

- Notifies all of the private schools, to include preschools, and pediatricians in Loudoun and all homeschool families of the Child Find process and method for making a referral by sending an annual letter or email
- Presents to parents, early childhood professionals, and community groups
- Posts information on the LCPS Department of Student Services website under several links - these links can be found at the end of the presentation
- 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 and gross motor within 60 days of initial enrollment
  - students in grades K, 3, 7, 10 are screened for vision and hearing
  - Scoliosis information provided in grades 5-10
Students Attending a Private School

Students attending private school **IN** Loudoun County

If the student is a Loudoun County resident, the student’s home school has the child find obligation, regardless of where the private school is located within Loudoun County

Students attending 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
I would like to make a referral. Whom should I 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 Connection of Loudoun (Infant &amp; Toddler Early Intervention program - Loudoun County Government)</td>
</tr>
<tr>
<td>Ages 2 (by September 30th of the school year) to 5</td>
<td>Preschool Child Find Leesburg, VA</td>
<td>571-252-2180</td>
<td>Preschool Child Find Center</td>
</tr>
<tr>
<td>Kindergarten age (5) through grade 12</td>
<td>Your Home School Special Education Administrator</td>
<td>LCPS School Contact List</td>
<td>LCPS Eligibility Services</td>
</tr>
</tbody>
</table>
Birth-Age 3: Infant & Toddler Connection of Loudoun

Infant & Toddler Early Intervention Services provided by Loudoun County Government

❖ Separate from LCPS

❖ Parents contact The Infant and Toddler Connection of Loudoun (ITC Loudoun) directly at 571-258-3095 if they have concerns about their child from birth to three years of age

❖ Parents of children that are 2 by September 30th of that school year have the option of going through the process with either ITC Loudoun or LCPS - if unsure call the LCPS Preschool Child Find office at 571-252-2180
Preschool Child Find - Ages 2-5
LCPS Preschool Child Find

❖ Request an appointment with Preschool Child Find by completing two steps that can be located at https://www.lcps.org/PreschoolChildFindCenter. If you do not have access to a device to complete the steps online, call 571-252-2180.

❖ A request for an appointment can be made by any source that may include parent, private provider, health clinic staff, or other individuals.

❖ Once a request for an appointment is received, the parent is contacted by phone and attempts are made to schedule an appointment.
Parents of preschool children are asked to complete two steps when requesting an appointment with the LCPS Preschool Child Find office.

Step 1:

LCPS Preschool Child Find Multi-Purpose Referral Form – LCPS Central Office School

Enter the Form Submitter's information below:

- Form Submitter's First and Last Name
  - Form Submitter's First Name...
  - Form Submitter's Last Name...

- Form Submitter's Email Address
  - Your email address...
Step 2

❖ Complete a pre-registration with LCPS

❖ Go to the Preschool Child Find webpage at https://www.lcps.org/PreschoolChildFindCenter

❖ Follow the directions under Step 2 - make sure you select **2021-2022 Child Find Appointment Request** and click **Begin New Registration and Verification**

❖ You must **Submit** the form in order for Preschool Child Find to receive it. If you do not receive a call regarding your request for an appointment, you have not completed both steps.
Preschool Child Find - Ages 2-5

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

❖ Gather information to determine whether an educational disability is suspected

❖ Team moves into a Referral Review Team meeting and discusses their findings, impressions and the next steps in the process
The Referral Review Process (Pre-K to 12)

❖ Referral to the Referral Review Team can be in written, electronic, or oral form from any source for children suspected of having a disability aged 2 to 21, inclusive.

❖ A referral to the Referral Review Team can be made by any source, including parent, school staff, or other individuals.

❖ If a disability is suspected, a Referral Review Team meeting will occur within 10 business days of the date the referral was first received in written, electronic or oral form.
Required Referral Review Team Members

❖ Administrator or Designee
❖ Child’s teacher (if applicable)
❖ Specialist
❖ Parent (must be invited to participate but does not have to attend)
❖ Referral Source, as appropriate
❖ Special Education Teacher

❖ One member of the committee must be knowledgeable about alternative interventions and about procedures required to access programs and services that are available to assist with students’ educational needs
Function of a Referral Review Team

- Review records and other performance information

- Make recommendations for academic and behavioral needs. The recommendation could be:
  - K-12: refer to a school-based team (e.g. grade level team support, reading specialist)
  - refer to an intervention team for support (documented interventions and progress monitoring)
  - refer for testing due to a suspicion of a disability under IDEA or Section 504
  - no further recommendations
Referral for Evaluation?

Referral Review Team reviews records/performance and makes recommendations to meet child’s academic, behavioral, and functional needs. 

After the meeting LCPS provides parents with:

- Copies of Documents
- Prior Written Notice
  - Notice of Referral and permission to evaluate or
  - Notice of Non-referral and general education supports
- Procedural Safeguards

*Written parent consent is required for evaluation*
Multi-Purpose Referral K-12
14 Disability Categories per the regulations governing Special Education Programs for children with disabilities in Virginia

❖ 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
❖ Visual Impairment (including blindness)

LCPS Disability Definitions
IDEA Eligibility Requirements
The “Big 2”

Two major considerations:

❖ Evidence of a disability (that includes adverse educational impact)

❖ Requires specially designed instruction
Difficulties vs. Disabilities

- Difficulties ≠ Disability
- Numerous causes:
  - Family stressors
  - Absenteeism/Tardiness
  - Transience
  - Personal Strengths & Weaknesses
  - Second language
  - Gaps in instruction
Factors considered for all disability categories

❖ Lack of appropriate instruction in Reading and Math
❖ Implementation of scientifically research-based instruction
❖ Response to intervention and progress monitoring
❖ Limited English Proficiency
❖ Hearing Screening and observation
❖ Recommendations from evaluations provided to school team
What if my child has a medical diagnosis?

The existence of a medical condition alone does not automatically qualify a child for special education and related services. The team must also determine whether or not the medical condition results in an adverse impact on child's educational performance and requires specially designed instruction.
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 or Head Start 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 for students that are homeschooled? What information/data/evidence is the parent/home educator required to bring with them?

❖ 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.

❖ This includes annual data homeschool educators are required to submit to demonstrate that their child is making appropriate student progress.

❖ Information about the curriculum utilized, instruction provided, and student’s progress when assessing for a specific learning disability.
Does LCPS offer in-person evaluation by a diagnostician for students currently being home-schooled that are suspected of having learning disabilities?

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

www.lcps.org/EligibilityServices
If a child is in a preschool program (Starting Towards Excellence in Preschool or Head Start), can a family go through Child Find?

If a child is in an LCPS preschool program, the child find responsibility occurs at their school of residence. Parents should contact the child’s teacher and/or school administration of either the school they attend or their school of residence.
I am homeschooling my child and my child has an IEP. How do I request changes/follow up to the current IEP?

Contact the Administrator of your school of residence and request an IEP meeting to discuss your concerns. Current data and information regarding your child is helpful for the discussion.
Quick Reference Guide

Early Intervention (Loudoun County Government):
❖ 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 Guide

LCPS Eligibility Services:
❖ 571-252-1016
❖ https://www.lcps.org/EligibilityServices
❖ Eligibility Coordinators by School
d5b9bc90-b346-4169-b1d5-346a0d49e2b4#pageNum=1

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

Special Education Procedural Manual
❖ https://www.lcps.org/Page/226099
Quick Reference Guide

Parent’s Guide to Special Education:

Procedural Safeguards:

Virginia Department of Education (VDOE):
❖ 800-292-3820
❖ https://www.doe.virginia.gov
Parent Resource Services

- https://www.lcps.org/ParentResourceServices