



## Policy 227.1 – Child Find

### Child Find Notice

Millennium Community School is responsible for identifying, locating, and evaluating all children ages 3 through 21 suspected of having disabilities and residing within its attendance area.

Parents, guardians, or community members who suspect a child may have a disability affecting their education should contact the **Exceptional Education Department** at (614) 255-5585

All referrals and evaluations are confidential and conducted at no cost to families. Information collected during this process is protected under state and federal confidentiality laws.

Together, we ensure that every child has access to a free, appropriate public education in an inclusive, supportive learning environment.

### Policy Purpose

Millennium Community School is committed to locating, identifying, and evaluating all children ages 3 through 21 who are suspected of having a disability and who reside within the School's attendance area or are enrolled in the School, regardless of the severity of the disability. This obligation is established under the Individuals with Disabilities Education Act (IDEA, 20 U.S.C. §1400 et seq.), Section 504 of the Rehabilitation Act of 1973, and Ohio Administrative Code 3301-51-03.

### Policy Statement

The School will conduct systematic Child Find activities designed to ensure that students who may need special education and related services are promptly identified and referred for evaluation.

These efforts include:

- Reviewing academic and behavioral data for all enrolled students;
- Conducting regular hearing and vision screenings;
- Consulting with teachers, parents, and community agencies;



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- Accepting referrals from parents, guardians, or other individuals who suspect a child may have a disability;
- Providing information to the community about the School's Child Find procedures through public postings, the School's website, family newsletters, and local media outlets.

Parents/guardians have the right to review their child's educational records and may refuse permission to release personally identifiable information except as required by law.

## **Referral & Evaluation Process**

### **1. Referral:**

Any individual (parent, teacher, or other professional) may refer a student for evaluation when a disability is suspected.

### **2. Parent Notification (PR-01):**

Within 30 calendar days of receiving a referral, the School will respond in writing to the parent or guardian using the PR-01 Parent Notification Form, explaining whether an evaluation is warranted.

### **3. Parental Consent (PR-05):**

Before an evaluation begins, the School must obtain written parental consent.

### **4. Evaluation Timeline:**

Upon consent, the School must complete a comprehensive, nondiscriminatory evaluation within 60 calendar days, following Ohio's Operating Standards.

### **5. Evaluation Team Report (ETR – PR-06):**

Findings will be documented in the Evaluation Team Report, which determines whether the student meets eligibility criteria under one or more IDEA disability categories and requires specially designed instruction.

### **6. Parent Rights:**

Parents must receive Procedural Safeguards and be informed of their rights to:

- Participate in all meetings,
- Review records,
- Request an Independent Educational Evaluation (IEE), and
- File a complaint if they disagree with the School's decision.



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## **Confidentiality**

The School complies with FERPA (34 CFR Part 99) and IDEA Part B Confidentiality Rules (34 CFR §§300.610–300.627).

All personally identifiable information is collected, maintained, and destroyed in accordance with state and federal requirements.

Parents/guardians have the right to:

- Inspect and review their child's records;
- Request an explanation or interpretation;  
Request copies (when necessary to exercise these rights);
- Request that inaccurate or misleading information be amended; and  
File complaints with the Family Policy Compliance Office, U.S. Department of Education

## **Parent Notification of Scholarship Options**

In compliance with Ohio Revised Code 3323.052, Millennium Community School will notify parents, at the time of each evaluation or IEP development/revision, of the availability of the Autism Scholarship Program (ASP) and the Jon Peterson Special Needs Scholarship (JPSN), using the official Ohio Department of Education communication template.

## **Documentation & Accountability**

- Child Find activities and referrals will be logged in the School's Special Education Referral Tracking System.
- The Exceptional Education Director will review data quarterly to ensure compliance with IDEA timelines and accuracy of referral documentation.
- All staff will receive annual training on Child Find responsibilities and procedures as part of professional development.

## **Legal References**

- IDEA (20 U.S.C. §1400 et seq.)
- 34 CFR §300.111 – Child Find  
Section 504, Rehabilitation Act of 1973



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- FERPA (34 CFR Part 99)
- Ohio Administrative Code 3301-51-03
- Ohio Revised Code 3323.01 et seq.