



CHILD FIND PUBLICITY CAMPAIGN AND DISTRICT CONFIDENTIALITY LETTER

Horizon Science Academy Columbus Elementary School is participating in an ongoing statewide effort to identify, locate, and evaluate children, birth through the age of twenty-one, who have a physical, mental, communicative and/or emotional disability. Early identification of children in need of special education experiences is most important to each child. Furthermore, this information gathered from contacts with parents and other agencies will be used to help determine present and future program needs as progress is made toward the goal of providing a free appropriate public education to all children with a disability.

Information which could identify an individual child will be maintained by this agency and will be provided to other agencies only in accord with the Family Rights and Privacy Act and EHA-B. As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent.

Please contact **Jessica Shoaf**, Principal and Child Find Contact for **Horizon Science Academy Columbus Elementary School**, if you know any children who may have a disability by calling **614-475-4585** ext. 111 or write **Mrs. Shoaf** at the following address: **Horizon Science Academy Columbus Elementary School, 2835 Morse Rd, Columbus, OH 43231.**

The Child Find Person implements child identification, location, and evaluation of children 5 to 21 years old who have disabilities, regardless of the severity of their disability, and who are in need of special education and/or related services. The Child Find Person works with the local Head Starts, Human Services, Health Agencies, as well as local education agencies, physicians, and other individuals to identify and locate children out of school and in school who may be in need of special education services.

Once a referral is made, it is the responsibility of the Child Find Contact Person to insure that the Referral-to Placement Procedures are followed. The Child find Contact Person works with the Local Survey Committee at each school to implement these procedures. The following activities briefly describe the procedures. As a part of Child Study, parents are invited to attend an Intervention Assistance Team Meeting to review a child's educational record and performance and determine a need for an evaluation. Prior to an evaluation, copies of the Procedural Safeguards are given to the parents. District personnel explain these to the parents and insure that they understand the Procedural Safeguards. This process will be reviewed at each parent meeting. After parental consent for testing is obtained, a nondiscriminatory evaluation is conducted. Students are evaluated in all areas related to the suspected disability by qualified personnel. Parents are invited to attend the Eligibility Determination Conference by the Multidisciplinary Evaluation/Eligibility Team to determine if a disability exists. If the child meets eligibility criteria for special education services and/or related services, an Individualized

Education Program is developed and the parents are invited to attend the meeting. Parents must sign permission for placement before a child can receive services. Parents, teachers, and students participate in the process. All students receiving special education services are reassessed at least once a year and reevaluated at least once every three years.

