

Procedure Development Template

Procedure Area or Title: Identification - Child Find - Time Lines

District Level			
Performance Targets	Tasks to be Completed	Professional Learning Required	Method to Monitor for Compliance
100% of students evaluated within 60 days of parental consent age 3 -21	Public notice of child find activities	For public health department staff, offered to local pediatricians	Social workers contact list of local pediatricians and health departments annually; Director maintains recurring advertisement in local newspaper; Director maintains information on district website
	Screening activities for students aged 3 through 5 to include transition meetings.	For preschool evaluation teams	Preschool evaluation teams complete and submit to preschool coordinator monthly timeline reports
	Evaluation for private, charter, and home schooled students	For psychological services, lead teachers and coordinators	Director of Psychological Services compiles and submits to Director of Special Education monthly timeline reports
	Identification and evaluation of incarcerated students	For social workers, lead teachers, coordinators, diagnosticians	Coordinator of social workers submits monthly report with evaluation timelines for incarcerated students to Director
100% of students eligible for Part B with IEPs prior to 3 rd birthday	Transition Conference Process for students with IFSPs	For preschool evaluation teams	Preschool evaluation teams complete and submit to preschool coordinator monthly timeline reports for preschool aged students

Template for Procedure Development: Child Find Time Lines

Local School Administrative Level			
Performance Targets	Tasks to be Completed	Professional Learning Required	Method to Monitor for Compliance
100% of students evaluated within 60 days of parental consent age 3 -21	RTI Process	For RTI Teams and local administrators	<ul style="list-style-type: none"> • RTI teams complete required RTI documentation for each student in process • School Counselor and Assistant Principal check RTI timelines and interventions reports every two weeks
	Evaluation of referred students (see evaluation section for evaluation process)	For RTI Teams, local administrators, school psychologists, and diagnosticians	<ul style="list-style-type: none"> • Lead teachers compile and submit to Director monthly timeline reports for students aged 5 to 21 • Preschool evaluation teams complete and submit to preschool coordinator monthly timeline reports for preschool aged students
	Eligibility determination (see eligibility section for eligibility process)	For RTI Teams, local administrators, school psychologists, diagnosticians, and special education teachers.	<ul style="list-style-type: none"> • Lead teachers compile and submit to Director monthly timeline reports for students aged 5 to 21 • Preschool evaluation teams complete and submit to preschool coordinator monthly timeline reports for preschool aged students
	Evaluation for private, charter, and home schooled students	For RTI Teams, local administrators, and assigned school psychologists	<ul style="list-style-type: none"> • Director of Psychological Services compiles and submits to Director of Special Education monthly timeline reports • School secretary submits monthly referral log to Psychological Services director

Template for Procedure Development: Child Find Time Lines

Classroom/Teacher Level			
Performance Targets	Tasks to be Completed	Professional Learning Required	Method to Monitor for Compliance
100% of students eligible for Part B with IEPs prior to 3 rd birthday	Individual Education Program development (see IEP section for specific parts of IEP process)	For special education teachers, lead teachers, and local administrators	<ul style="list-style-type: none"> • Preschool evaluation teams complete and submit to preschool coordinator monthly timeline reports for preschool aged students • Preschool Special Education teachers submit IEP dates and times list monthly to preschool evaluation team
100% of students evaluated within 60 days of parental consent age 3 -21	Individual Education Program development (see IEP section for specific parts of IEP process)	For special education teachers, lead teachers, and local administrators	<ul style="list-style-type: none"> • Lead teachers compile and submit to Director monthly timeline reports for students aged 5 to 21. • Special Education teachers submit IEP dates and times list monthly to lead teachers.