5120-R

SCHOOL CENSUS REGULATION-CHILD FIND PROCEDURES
(This policy replaces previously approved Board of Education Policy #5116)

Responsibility for Implementation

It is the responsibility of the Coordinator of Attendance and Registration to implement the Board's policy on school census. He/she will plan and supervise the:

- Formation of census procedures.
- Selection and training of registration clerks
- Coordination of census information with the data processing department
- Coordination of census procedures with registration, register control and cumulative census files.
- Preparation of district and state reports based upon census data.

Specific procedures applicable to census taking will be kept on file in the office of the Coordinator of Attendance and Registration.

Procedures

The administration shall develop handbooks and compendia for procedural implementation of all required functions. All documents shall be reviewed annually by the Superintendent or his/her designee.

House File

House Listing will include family names of all families residing at said address. Listings will include all students in the home. This location information will provide postal routes, school zones and post office listings (Brentwood/Bay Shore). This house file shall be kept on an electronic database.

Data Requirements

Procedures are designed to record information on each child with a disability. The following data will be included:

- The child's name, address and birth date.
- The child's parents' names, address(es) and the native language spoken in the child's home.
- The child's suspected disability.
- The dates of referral and evaluation, recommendations of the CSE or CPSE, actual placement and annual program reviews.
- The site where the child is currently receiving an educational program
- In the event the child is not attending a public school program, the specific reason(s) for nonattendance.
- Any other information required by the IDEA and federal regulations.

All individuals who participate in the collection of this data will receive proper training. This data must be organized so that it can be readily determined whether the child is receiving an appropriate education. Summary reports of this data shall be compiled on an annual basis for submission to the State Education Department.

Approved by the Board of Education: 1/21/10