



# Kilgore ISD Child Find Handbook

# KILGORE ISD CHILD FIND Overview of Regulations

## CHILD IDENTIFICATION (34CFR§300) Summary

Kilgore ISD is required to implement a comprehensive system of Child Find in which district personnel actively search for all individuals with disabilities, birth through 21 years of age, both in school and not in school. Child Find is a district obligation to identify, locate, and evaluate children who live within the school district jurisdiction to determine a need for special education and/or related services.

Federal and state funding is provided to each district or special education program for the purpose of establishing a Child Find system that addresses public awareness. Public awareness is a series of planned activities conducted throughout the year to address this need. Kilgore ISD must have written procedures to describe their system of Child Find.

The Child Find system for Kilgore ISD includes the following guidelines:

- Determining which individuals are and are not currently receiving needed special education and/or related services;

- Following individuals with disabilities who fall within the birth through 21 year old range who may or may not be currently enrolled in an infant, early childhood, public, or private educational facility, to ensure delivery of services;

- Processing referrals;

- Maintaining a databank of resources available to serve individuals with disabilities.

(KISD website - Special Education - Community Resources)

# KILGORE ISD

## CHILD FIND

### *District Personnel Responsibilities*

#### CHILD IDENTIFICATION (34CFR§300) Local District Responsibilities

1. Identify and refer individuals with disabilities who may or may not be in school and who may need special education.  
*(If school personnel are aware of any student birth-age 21, they should notify the Child Find designee immediately. A campus committee will document the referral for students enrolled in school.)*
2. Refer individuals ages 0-3 to an early childhood intervention (ECI) program for evaluation.  
*(If school personnel are aware of any student birth-3, notify the Child Find designee immediately – follow-up is required.)*
3. Maintain that within 2 working days from the date that a Child Find referral is received for children ages 0-3, the referral is forwarded to an ECI program.  
*(Notify the Child Find designee immediately- referral log completed- follow-up is required.)*
4. For children transitioning from ECI, the evaluation and ARD/IEP meeting will be completed on or before the child's third birthday,  
*(The Child Find designee will complete the referral log.)*
5. For children ages 3-5, not yet enrolled in KISD, a special education evaluation is completed within state evaluation timelines  
*(Notify the local campus Child Find designee immediately- referral log completed- follow-up is required.)*
6. Child Find referrals for children within the school are conducted according to federal and state timelines, following campus referral procedures.
7. Collection and use of the Child Find system is subject to confidentiality requirements of 34CFR§300.560-300.576 and 300.460(b).
8. Maintain a list of Kilgore ISD's resources throughout the community to serve individuals with disabilities. (KISD website)

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## CHILD FIND

### Public Awareness Plan

Kilgore ISD is required to locate, identify, and evaluate all children with disabilities attending a home school and children with disabilities attending a private school located within the district's boundaries. Kilgore ISD accomplishes Child Find awareness through the following strategies and activities.

- ❖ Public Awareness Strategies and Activities:
  - ❖ Correspondence throughout the school year to private schools and homeschool students with disabilities located within the geographic boundaries of Kilgore ISD
  - ❖ Correspondence by mail to local physicians/clinics likely to treat children who have or may have disabilities
  - ❖ Correspondence with the Region 7 Head Start agency
  - ❖ Public service announcements provided to the local newspaper
  - ❖ Child Find posters/brochures placed at each campus
  - ❖ Child Find Handbook posted on the Kilgore ISD website
  - ❖ Child Find presentations/information provided to district employees

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## CHILD FIND

### Processing Referrals

1. Remember, it is your responsibility as a district employee to report any student, birth through 21 years of age, who has, or is suspected of having a disability.
2. Reporting procedures will vary depending on the age and situation of the student (see below). In all cases, documentation must be maintained regarding the referral.
3. Referral Process procedures:
  - a. Child **NOT currently enrolled in school**:  
For a suspected disability concern, obtain the child's name, parent's name, and phone number. Provide this information to the district Child Find contact, Gina Akin. The parent will be contacted immediately to schedule an evaluation.
  - b. Child is **currently enrolled** in school:  
Follow the local campus regular education committee process. Campus referrals and all referral documentation are submitted to the KISD Special Education Director.
4. If you have any questions, call the KISD Child Find contact person, Gina Akin, at 903-988-3900.
5. Please remember, ***all Child Find information is confidential.***

**Kilgore ISD**  
**Special Education**  
**903-988-3900**

**District Child Find Contact:**  
**Gina Akin**  
**903-988-3900 Ext. 2034**  
**[gakin@kisd.org](mailto:gakin@kisd.org)**