

**Mesquite Independent School District
Special Education Department**

CHILD FIND

CAMPUS REFERENCE

[Annual Training Video](#)

Birth - 36 Months

- Refer parents to the special education office 972-882-7700. This age group will be referred to an Early Childhood Intervention (ECI) program.
- Fax a copy of your log to the special education office after each referral is taken so that the special education office may contact the parents.
- Fax a copy of your completed log to the special education office at the end of the first semester and start a new log for the second semester.

Age 3 - 5 Years

- If a child has attended a Preschool Program for Children With Disabilities (PPCD) in another district and inquires about the program or attempts to enroll, call the special education office at 972-882-7700.
- If parents have a 3 - 5 year old and suspect a disability, refer them to the special education office 972-882-7700.
- Fax a copy of your log to the special education office after each referral is taken so that the special education office may contact the parents.
- Fax a copy of the completed log to the special education office at the end of the first semester and start a new log for the second semester.

School Age 3 - 21 Years, Pre-K 3 and 4 through 21 years of age

If a school age student attempts to enroll and they report previous enrollment in special education:

- Request a report card, withdrawal paperwork, or other documentation to indicate the student has been in special education previously.
- Refer to the campus ARD vice-chairperson for further planning.

If you are concerned about a student enrolled in your school (PreK-12) who you suspect may have a disability and need special education and related services, follow district procedures for a special education referral.

Students Enrolled in Non-Public School Facilities

(Such as: private school, home-schooled, nursing home, group home, and detention facility)

- Refer all inquiries regarding the availability of services to children with disabilities enrolled in non-public school facilities to the diagnostician assigned to your campus.