



San Benito County SELPA

San Benito County Special Education Local Plan Area
Chris Lompa, SELPA Director

• 460 Fifth Street • Hollister, California 95023-3886 • (831) 637-5393 • FAX (831) 637-0140

Memorandum

To: School Site Principals

From: Chris Lompa, San Benito County SELPA Director

Re: Child Find – District Requirement per SELPA Plan Agreement

Date: August 01, 2025

Child find activities need to be conducted annually at each school site to help identify children with possible special education needs. One child find activity involves informing the general education staff of the process you have at your school site for referring at-risk children.

Please provide a copy of the memorandum that has been sent to applicable personnel regarding the requirements as related to Child Find in 34 CFR Section 303.321(e), and EC sections 56205(3) and 56300. Acceptable evidence would include the memorandum with a list of recipient names, titles, and signatures indicating they have reviewed the requirements.

To meet this obligation, you can either hold a staff meeting where your special education specialists provide an overview of the procedures involved or you can give each teacher a copy of your student study team referral process.

As part of the SELPA's Local Plan, All LEAs are required to submit evidence that this aspect of "Child Find" was completed. Please complete the attached form and return to my office no later than September 30, 2025.

Attachment

cc: Krystal Lomanto, County Superintendent of Schools, San Benito
Kip Ward, Interim-Superintendent, Hollister Elementary School District
Dr. Shawn Tennenbaum, Superintendent, San Benito High School District
Dr. Barbara Dill-Varga, Superintendent, Aromas-San Juan Unified School District
Jenny Bernosky, Superintendent/Principal, North County Joint Union School District
Dr. John Schilling, Superintendent/Principal, Southside School District
Julieann Trice, Director of Special Services, San Benito
Dr. Gabriel Gutierrez, Director of Special Education, Hollister Elementary School District
Dr. Paulette Cobb, Director of Specialized Student Services and Special Education, San Benito High School District
Kristi Vieyra, Director of Special Education & Administrative District Psychologist, North County Joint Union School District
Michelle Dougherty, Director of Special Education & Student Services, Aromas-San Juan Unified School District

San Benito County SELPA Child Find Activities 2025-2026

District: _____

School: _____

Date: _____

“Child Find” activities conducted and dates: (List what you have done at your school site to foster awareness and understanding on the part of educators, parents, and private schools, of eligibility criteria for special education, referral procedures, and the range and extent of special education programs and services available.)

Presentation on signs that might indicate a child may have a disability _____
Date

Presentation on the referral process _____
Date

Information about Special Education services _____
provided to parents: Date

In Annual Parent Notice _____
Date

At time of enrollment

Posting of Child Find Notice _____

Other _____
Date

Date

Principal's Signature

Excerpt from Local Plan

3. ***Child Find***
Federal Requirements: 20 USC Section 1412(a) (3) (A-B), 34 CFR Sections 300.125.300.451² California Requirements: EC 56301, 56343.5¹, 56500.3, 56502
- 3.A.** Child find activities occur prior to a referral for special education services and include those activities designed to locate individuals, birth to 22 years of age, who may be eligible and in need of special education and/or related services. Child find activities are those undertaken to foster awareness and understanding on the part of educators, parents, and private schools, of eligibility criteria for special education, referral procedures, and the range and extent of special education programs and services available. Child find activities also include informing parents/guardians of their right to refer their child for a special education assessment to determine eligibility and the need for special education services via newsletters, handbooks, and bulletins.
- 3.A.1. Each LEA ensures that general education school staff is informed of child find procedures. In addition, ongoing communication is maintained with agencies, hospitals, and private schools through LEA efforts and those of the SELPA staff. Each LEA is responsible for informing private schools, charter schools, agencies, and physicians in its area of the availability of, and procedures related to, special education and related services to ensure that all individuals with disabilities, including children for whom English is not a primary language, students with low incidence disabilities and students attending private schools within its jurisdiction are identified. School nurses and case coordinators, assisted by Low Incidence Specialists, are responsible for child find activities utilizing low incidence guidelines. The SELPA Preschool Expansion Program includes contact with migrant parents and Spanish-speaking parents. Part C agency representatives review referrals received and determine which agency, Hollister School District (on behalf of the SELPA) or, the San Andreas Regional Center (SARC), is responsible for case management including assessment, Individual Family Service Plan (IFSP) development and the provision of needed services.
- 3.B.** All referrals for special education and related services shall initiate the process to determine if an assessment is warranted and shall be documented. When a verbal referral is made, staff of the LEA offers assistance to the parent or any other individual to put the request in writing.
- 3.B.1. If a parent makes a verbal request for special education assessment, the case manager responsible for receiving referrals informs the parent of the need to file a written request. The case manager provides the parent with assistance, as needed, in completing the written request.

If a parent whose primary language is not English makes a verbal request for a special education assessment, the case manager responsible for receiving referrals ensures that the parent is informed of the need to file a written request. He or she does this personally if fluent in the parent's language or conveys the information through the use of an interpreter. Written information in the parent's primary language is also provided. The case manager also provides the parent with assistance, as needed, in completing the written request.