

Child Find for Children with Disabilities in Need of Special Education or 504 Services

Child Find

Robertson County School keeps educational records in a secure location within the school and Board Office.

Robertson County School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. Robertson County School may destroy the educational records of a child without parent request three years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. Robertson County School District may retain, for an indefinite period of time, a record of the student's name, address telephone number, grades, attendance records, classes attended, grade level completed and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delayed, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impaired, specific learning disability, speech or language impairment, traumatic brain injury or visual impairment and who because of such impairment need Special Education services.

Children eligible for 504 services include those children who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Robertson County School has an ongoing Child Find system, which is designed to locate, identify and evaluate any child residing in a home, facility or residence within its geographical boundaries age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 Services. This includes children who are not in school; those who are highly mobile such as children who are migrant or homeless and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 Services.

The district's Child Find system includes children with disabilities attending private or home schools within the school boundaries who may need special education services.

Robertson County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 Services, regardless of how severe the disability, is provided appropriate Special Education or 504 Services at no cost to the parents of the child.

Parents, relatives, public and private agency employees and concerned citizens are urged to help the Robertson County School District find any child who may have a disability and need Special Education or 504 Services. The District needs to know to name, age or date of birth, the name, address and phone number(s) of the parent and or guardian; and possible disability; and other information to determine if Special Education or 504 Services are needed.

Letters and phone calls are some of the ways Robertson County School District collects the information needed. The information the school district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 Services.

1762 Sardis Road
Mt. Olivet, Kentucky 41064
Phone: 606-724-5421 EXT 3709

If you know of a child who lives within the boundaries of Robertson County School District, who may have a disability and may need but is not receiving Special Education or 504 Services, please call 606-724-5421 or send the information to:

Tamara Leadingham
Director of Special Education
Section 504 Coordinator
Robertson County School
1762 Sardis Road
Mt. Olivet, Kentucky 41064
Phone: 606-724-5421 EXT 3709

If you know of a child who attends a private or home school within the boundaries of the Robertson County School District, who may have a disability and may need but is not receiving Special Education services please call 606-724-5421 or send information to:

Tamara Leadingham
Director of Special Education
Section 504 Coordinator
Robertson County School
1762 Sardis Road
Mt. Olivet, Kentucky 41064
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Child Find activities will continue throughout the school year. As part of these efforts the Robertson County School District will use screening information, student records and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 Services. Any information the District collects through Child Find is maintained confidentially.

Tamara Leadingham
Director of Special Education
Section 504 Coordinator
Robertson County School