

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

Child Find

The *Morgan County School District* keeps educational records in a secure location in each school and board office.

The *Morgan 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. The *Morgan County School District* may destroy the educational records of a child without parent request based upon records retention schedule 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. The *Morgan 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 delay, emotional-behavior disability, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an 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 that student's ability to access the school environment or school activities to be substantially limited.

The *Morgan County School District* 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 in public, private, or home 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 *Morgan 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 *Morgan County School District* find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed. Letters and phone calls are some of the ways the *Morgan 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.

If you know of a child who lives within the boundaries of the *Morgan County School District*, who may have a disability, and may need but is not receiving Special Education or 504 services, please call or send the information to:

Leann Sargent
Director of Special Education
Section 504 Coordinator

**Morgan County Schools
155 University Drive
West Liberty, Ky. 41472
606-743-8002**

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

**Leann Sargent
Director of Special Education
Morgan County Schools
155 University Drive
West Liberty, Ky. 41472
606-743-8002**

“Child Find” activities will continue throughout the school year. As part of these efforts the *Morgan 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.

Written *Policies and Procedures* have been developed which describe the District’s requirements regarding the confidentiality of personally identifiable information and *“Child Find”* activities. There are copies in the Principal’s office of each school, and in the Board of Education office. Copies of these *Policies and Procedures* may be obtained by contacting:

Ralph W. Hamilton, Ed.D.
Director of Pupil Personnel
Morgan County Schools
155 University Drive.
West Liberty, Ky. 41472
606-743-8002

The District office is open Monday through Friday, from 8 a.m. to 4 p.m.

The *Morgan County School District* provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel*, the *Director of Special Education* or the *Section 504 Coordinator* at the address or phone number listed above for the Morgan County Schools. Revised Feb. 2007

300.612 Notice to parents.

(a) The SEA must give notice that is adequate to fully inform parents about the requirements of 300.123, including

1. A description of the extent that the notice is given in the native languages of the various population groups in the State;
2. A description of the children on whom personally identifiable information is maintained, the types of information sought, the methods the State intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information;
1. A summary of the policies and procedures that participating agencies must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information; and
2. A description of all of the rights of parents and children regarding this information, including the rights under FERPA and implementing regulations in 34 CFR part 99.

(b) Before any major identification, location, or evaluation activity, the notice must be published or announced in newspapers or other media, or both, with circulation adequate to notify parents throughout the State of the activity. (Authority: 20 U.S.C. 1412(a)(8); 1417(c))

