



# TROTWOOD-MADISON CITY SCHOOL DISTRICT

*Our Vision Is 100% Student Success!*

**Trotwood-Madison  
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**Trotwood-Madison  
Early Learning Center**  
4400 North Union Road  
Trotwood, Ohio 45426  
(937) 854-4511

**Madison Park Elementary**  
301 South Broadway  
Trotwood, Ohio 45426  
(937) 854-4456

**Westbrooke Village  
Elementary**  
6500 Westford Road  
Trotwood, Ohio 45426  
(937) 854-3196

**Trotwood-Madison  
Middle School**  
4420 North Union Road  
Trotwood, Ohio 45426  
(937) 854-0017

**Trotwood-Madison  
High School**  
4440 North Union Road  
Trotwood, Ohio 45426  
(937) 854-0878

**Ram Pathways**  
3594 North Snyder Road  
Trotwood, OH 45426  
(937) 854-3050 Ext. 1154

## MEMORANDUM

To: Trotwood-Madison City Schools Staff

From: Mr. Tyrone E. Nadir, Executive Director of Student Services *JEN*

Date: November 5, 2025

RE: Child Find

### **What is Child Find?**

Child Find is a component of the Individuals with Disabilities Education Improvement Act (IDEA) 2004 that requires States and Local Education Agencies (school districts and charter schools) to identify, locate, and evaluate all children with disabilities residing in the State, regardless of the severity of their disabilities, and who are in need of special education and related services (34 CFR§ 300.111). Child Find is a continuous process of public awareness activities, screening and evaluation designed to locate, identify, and evaluate children with disabilities who are in need of Early Childhood Intervention (ECI) Programs (Part C) or Special Education and Related Services (Part B). Section 504 of the Rehabilitation Act of 1973 ("Section 504") contains its own Child Find requirement that is similar, but not identical, to the child find requirement of the IDEA. Under Section 504, school districts must evaluate students who, because of handicap, need or are believed to need special education and/or related aids and services.

Trotwood-Madison City Schools is committed to the location, identification, and provision of a Free and Appropriate Public Education ("FAPE"), for all children between the ages of 3 and 22, identified as children with disabilities. Location and referral of such children may be initiated by anyone with knowledge of the child and suspicion that the child may have a disability. Parents, relatives, public and private agency employees, childcare providers, physicians and concerned citizens are encouraged to help school districts find any child, ages birth to age 21, who may have a disability and are in need of specialized support.

### **If the parent makes the referral:**

The request that a child be evaluated for a suspected disability can be made either verbally or in writing. It is recommended that the request for an evaluation be in writing so that there is documentation of when the timelines for the school district's response began. If you have concerns about a child's ability or skills and suspect there may be a disability, please contact the child's teacher, principal, or the Office of Student Services at (937) 854-3050 Ext. 1152.

Per request of a referral for an evaluation to determine whether a child may have a disability under either the IDEA or Section 504, Trotwood-Madison City Schools will contact the parents and/or legal guardian of the child to discuss the next steps in the identification process. This process is provided at no cost to the family.

For more information about the IDEA and the education of children with disabilities, see [A Guide to Parent Rights in Special Education](#). For additional guidance, see the [Ohio Operating Standards for the Education of Children with Disabilities and related guidance](#) located on the Ohio Department of Education and Workforce's website.

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