Programs for Exceptional Children: Parentally Placed Private School Child Find

Parents of Parentally Placed Private School Students in grades K-12 can request an evaluation if they suspect their student may have an educational disability. They can contact either the school to which their child would be assigned based on their address if enrolled in Charlotte-Mecklenburg Schools (CMS) or they can contact the Exceptional Children (EC) Office. A student may request an evaluation at age 18, the age of majority in the State of North Carolina, because the ability to make educational decisions and procedural safeguards transfers to the student at that time (unless a guardian has been appointed to represent the student).

Upon receipt of the request for evaluation, parents will be asked to complete a form that will provide demographic information required to activate the student in CMS and will also provide information to the Individualized Education Program (IEP) Team regarding student strengths and weaknesses. Once a case manager is assigned, the IEP Team will meet with the parent and/or student to discuss concerns, review any previous evaluations or documentation, discuss intervention data, and complete the written referral. If a disability is suspected, the IEP team will:

- Obtain written consent if an evaluation is recommended.
- Obtain required CMS enrollment information.
- Complete a comprehensive assessment, if applicable.
- Conduct a meeting to discuss evaluation results and complete eligibility determination.
- If the student is found eligible under one of 14 disability categories, the IEP team will:
    - Develop an IEP that outlines services that would be provided if the student enrolls in CMS. *Note: Students must be enrolled in a CMS school to receive these services.*
    - Develop a Private School Services Plan (PSSP) If the IEP includes speech as a special education or related service. *Note: Students may remain enrolled in a registered Mecklenburg County homeschool or private school in Mecklenburg County to receive these services until the proportionate share of funding has been exhausted for the current school year.*
    - Obtain written consent to provide services for either an IEP or PSSP.

Parents of students with current NC eligibility may contact their home school or the EC Dept. approximately 90 - 120 days before the 3-year eligibility is due to initiate the reevaluation process.

CONTACT INFORMATION
Exceptional Children Website: www.cms.k12.nc.us/CMSDEPARTMENTS/EC Email: ec@cms.k12.nc.us 4421 Stuart Andrew Boulevard, Suite 500 Charlotte, NC 28217 Phone: 980-343-6960; Fax: 980-343-5433
PARENT RESOURCES
● Parent Rights & Responsibilities in Special Education: NC Notice of Procedural Safeguards (English) ● Parent Rights & Responsibilities in Special Education: NC Notice of Procedural Safeguards (Spanish)