



Poteet ISD Child Find & Special Education Referral Guidance

1. What is Child Find?

Child Find refers to the federal requirement under the Individuals with Disabilities Education Act (IDEA) that all children in need of special education services are identified, located and evaluated. Schools are responsible for conducting Child Find and identifying all IDEA-eligible students that reside in their jurisdiction.

2. Who can begin the Child Find process?

Anyone can start the process: a parent/guardian, doctor, teacher, relative or friend can call their local school district Child Find. If you are concerned about a child's learning, contact your local school campus, district, or charter school.

3. What data should be reviewed for any student being considered for special education services?

- Academic and Behavior Records
 - Report Cards: Grade trends over time.
 - State/Benchmark Testing: Results from tests like STAAR and MAP
 - Attendance Logs: Checking if missing school is impacting grades.
 - Discipline Reports: Notes on behavior that might disrupt learning.
 - Second Language Factors: Home language survey
- Classroom Evidence
 - Work Samples: Examples of daily writing, math, or reading assignments.
 - Teacher Notes: Daily observations about attention, focus, and participation.
 - Screening Tests: Short tests given to the whole class to check reading or math levels.
- Intervention Data (MTSS)
 - Targeted Help: Records of extra small-group help the student received.
 - Progress Monitoring: Graphs or charts showing if the student improved during that extra help.
- Health and Home History
 - Health Screenings: Recent vision and hearing test results.
 - Medical History: Information from parents about diagnoses, medicines, or developmental milestones.
 - Parent Input: Notes from parents about struggles seen at home.
 - Other Risk Factors:

4. **How do you request a formal evaluation for special education services?**

To trigger the district's legal obligations under IDEA, you must submit a **written evaluation request** to both the campus principal and the Special Education Director. Verbal requests do not start the timeline.

5. **What happens after a written evaluation request is submitted to the school?**

Within 15 school days, Poteet ISD must review all data and provide one of two written options:

- **Agree to evaluate:** Poteet ISD must provide a written proposal to evaluate, a copy of [Notice of Procedural Safeguards](#), and the official form to collect your written parental consent.
- **Refuse to evaluate:** Poteet ISD must provide a formal [Prior Written Notice](#) (PWN) clearly outlining the data and reasons why they are denying your request.

6. **What is the full and individual initial evaluation (FIIIE) timeline?**

Poteet ISD has 45 school days from the receipt of the written consent to complete the FIIIE. After the FIIIE, the Admission, Review, and Dismissal (ARD) committee must determine initial eligibility within **30 calendar days** from the date the evaluation report is completed. If the 30th day falls during the summer, the ARD committee has until the first day of classes to finalize decisions related to eligibility, IEP, and placement.

7. **What are the eligibility criteria for receiving special education services?**

- The student must meet the federal IDEA definition of a disability (e.g., autism, specific learning disability, speech impairment, emotional disability, etc.)
- The disability must result in a need for specially designed instruction that only special education can provide
- Other factors (e.g., frequent absences, limited English proficiency) must not be the primary cause of academic/behavioral difficulties