

# OPERATING PROCEDURES

## CHILD FIND DUTY

UT Tyler University Academy

212804

Template update May 2020

Legal Framework: CHILD FIND DUTY

[Related Resources](#)

Broad Category: CHILD FIND

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### PROCEDURES:

- UT Tyler University Academy attempts to locate students with disabilities by posting information on our district's website that includes contact information for referral on each of the 3 campuses that comprise UT Tyler University Academy, monitoring student progress through the implementation of the multi-tiered system of support as well as communicating with support staff such as the school nurse and the district's licensed professional counselor to identify students with health or mental health needs.
- Child Find Procedures are posted on the UTTUA website.
- UT Tyler University Academy has a system to review and address student progress in general education. The Multi-Tiered System of Support (MTSS) coordinator meets with reading and math teachers at 6-9-week intervals, dependent upon the district testing calendar. When students have social-emotional concerns, a licensed professional counselor is available to address student needs. The MTSS committee meets to discuss student needs and progress. When student progress is in question, the campus evaluation team holds a data review meeting with teachers for a more extensive data review to determine if a referral is needed and to determine the specific suspected areas of concern.
- Staff are made aware of LPAC decisions to address the needs of students from different linguistic and cultural backgrounds.
- To address disproportionality in identification, placement, and discipline, the evaluation team meets with classroom teachers to extensively review data prior to a formal referral to special education. This ensures that all suspected areas are addressed as part of a referral or if more time is needed to collect data before making a referral for an evaluation under special education.

### STAFF RESPONSIBLE:

**District Level:** MTSS Coordinator

**Campus Level:** Campus Evaluation Team, Campus General Education Teachers

### TIMELINES FOR CHILD FIND ACTIVITIES:

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- Staff training at the beginning of each school year and intermittently throughout the school year as needed
- The district website is regularly maintained to provide parents with information about special education services available for their child.

#### EVIDENCE OF PRACTICE:

- Forms or checklists
- Training artifacts (presentation handouts, sign-in sheets, etc.)
- Media postings
- Public notices
- Agendas from meetings