



## Child Find Plan for Students with Disabilities (Special Education)

**Effective Date:** 08/13-2025

**Contact Person:** Kelly Lucero, Special Education Coordinator

**Phone/Email:** 479-434-2114

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### 1. Purpose of Child Find

The purpose of this Child Find Plan is to ensure that all children with disabilities enrolled at the Institute for the Creative Arts, including those who are:

- Advancing grade to grade without difficulties
- Highly mobile (e.g., migrant or homeless)
- Suspected of having a disability, even if not previously identified

...are identified, located, and evaluated to determine eligibility for special education and related services under the Individuals with Disabilities Education Act (IDEA).

<https://dese.ade.arkansas.gov/Offices/special-education/early-childhood-special-education/child-find>

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### 2. Legal Authority

This plan complies with:

- **IDEA 2004**, 34 CFR §300.111
  - **Arkansas Special Education Procedural Requirements and Program Standards**
  - **Section 504 of the Rehabilitation Act of 1973**
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### 3. Target Population

- Children ages **13 through 21** enrolled at Institute for the Creative Arts, a 9th - 12th grade charter school

- Students who are:
    - Enrolled full-time or part-time
    - Transferring in with suspected or documented disabilities
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## **4. Child Find Activities**

We will actively identify students through the following methods:

### **a. Staff Training**

- Annual professional development for all teachers and support staff on:
  - Recognizing early warning signs of disabilities
  - Referral process and documentation
  - Differentiating between academic gaps and potential disabilities

### **b. Public Awareness**

- Post child find information on school website
- Share child find flyers with:
  - Families during enrollment
  - Local private schools (if applicable)

### **c. Screening**

- Review of:
  - Academic performance and benchmarks
  - Behavior data and attendance patterns
  - Parent or teacher concerns

#### d. Referral Process

- A **written referral** can be submitted by:
    - Parents/guardians
    - Teachers
    - Other individuals familiar with the student (nurse, counselor, etc.)
  - Referral is reviewed by the **Student Support Team (SST)** or **Referral Committee** within **7 calendar days**
  - A **Referral Conference** is scheduled within **21 calendar days** of receipt
  - **Parental notice and consent** is obtained prior to any evaluations
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#### 5. Evaluation Process

- The team will conduct an **Existing Data Review (EDR)**
  - If evaluation is warranted:
    - Parental consent is obtained
    - Evaluation must be completed within **60 calendar days** of consent
    - Multidisciplinary team reviews results
  - Determination of **eligibility** is made under IDEA criteria
  - An **Individualized Education Program (IEP)** is developed (if eligible)
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#### 6. Documentation & Records

- Maintain records of:
  - Referrals, notices, consents, evaluations, decisions

- Parent communications
  - IEPs and service logs
  - Protect student confidentiality in accordance with **FERPA** and **IDEA**
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## 7. Oversight & Review

- The **Special Education Coordinator** is responsible for:
    - Monitoring implementation of Child Find activities
    - Ensuring timely evaluations
    - Training staff
  - Annual review of Child Find procedures and update as needed
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## 8. Contact Information

For questions about Child Find, referrals, or special education services:

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