

## Finding Students Who Need Special Help

Ten percent of the general population has some form of disability or disorder. Career and College Preparatory Academy is looking for any students who might have difficulties resulting from a disability who might need special education services in order to succeed in school. If you know of a student who has major difficulty with organizational skills, learning or understanding, speaking or writing, getting along with others, making adjustments in different situations or completing tasks, please contact Ms. Paulson at 623-521-2943 to have his/her progress assessed. Free special education services are available to eligible students.

For more information visit the Child Find website at <http://www.azed.gov/specialeducation/az-find>.

## **Child Find (45 Day Screening)**

### Philosophy and General information

In accordance with Career and College Preparatory policy and federal and state regulations, the school will identify, locate and evaluate students who may be in need of special education and related services in a timely manner. This includes students who are newly enrolled at Career and College Prep, as well as other students within the district's geographic boundaries. Children who enter school without appropriate records of screening, evaluation or progress in school will be screened for concerns in the areas of vision and hearing status, cognitive or academic, communication, motor, social or behavioral and adaptive development. Identification screenings will also be completed following parent notification of developmental or educational concerns. The purpose of the screening is to identify significant concerns that may be indicative of a disability. Screenings must occur within **45 calendar days** from student's entry into school or the parent's notification of a concern.

### Procedures for 45 Day Screenings

1. A student enrolls in school without appropriate records of screening, evaluation or progress in school.
2. The data clerk (or other building designated staff member) will document the student's entry to allow for tracking of the 45 day screening process and distribute the screening form classroom teachers.
3. The classroom teacher will complete the screening form indicating whether any significant concerns are present that are indicative of a suspected disability.
4. The classroom teacher will sign and date the form and return it to the data clerk (or other building designated staff member).
5. The Special Education Director will document the return of the 45 day screener. If no concerns are noted, the form should be filed in the student's cumulative file.
6. If concerns are noted, the Director will review the screener, recommend an action to be taken, sign and date the screener.
7. In the event that a significant concern is identified, administrator(s) or designated staff member must notify the parent within 10 days and document this action on the screener.
8. The Director will maintain a copy of all screeners requiring action and the original screener will be filed in the student's cumulative file.

Review: 11/30/17

Attachments – 45 day screener form