



EDUCATION		
4420.02 Special Education: Child Find	Effective	01/31/2019
	Replaces	4420.02
	Dated	07/30/2008

The Arizona Department of Juvenile Corrections (ADJC) shall identify, locate, and evaluate all students who are in need of special education and related services [34 Code of Federal Regulations (CFR) §300.111 and Arizona Administrative Code (AAC) R7-2-401]. A practical method shall be developed and implemented to determine which students are currently receiving needed special education and related services [34 CFR §300.111(a)]. This also applies to highly mobile students with a disability and students who are suspected of being students with a disability under and in need of special education, even though they are advancing from grade to grade [34 CFR §300.111(c)].

AUTHORITY

Arizona Revised Statutes (A.R.S.)	
41-2804	Duties and Powers of Director
15-761	Definitions
15-763.01	Surrogate parent; notification; appointment
15-764 (A)(5)	Powers and duties of the school district governing board or county school superintendent
15-765	Special Education in rehabilitation, corrective or other state and county supported institutions, facilities or homes
15-766	Evaluation of child for placement in special education program; due process hearing procedures
15-828 (F-G)	Birth certificate; school records; exception
15-1181	Definitions
Code of Federal Regulations	
34 CFR 300	Education
Arizona Administrative Code (AAC)	
R7-2-401	Special Education Standards for Public Agencies Providing Educational Services
R7-2-405	State Board of Education

PROCEDURES

1. **Child Find: [34 CFR §300.111]**
 - a. The **PUBLIC EDUCATION AGENCY (PEA)** shall:
 - i. Identify, locate, and evaluate all students with a disability within the (ADJC) populations served who are in need of special education and related services, even though:
 - (1) The student is advancing from grade to grade;
 - (2) The student is highly mobile, including those that are migrant children;

- (3) Shall ensure that all Limited English Proficient students like all other students that may have a disability and in need of services under IDEA or section 504 are located, identified and evaluated for special education and disability services in a timely manner.
 - b. Maintain a record of students who are receiving special education and related services.
2. **Public Awareness: [AAC R7-2-401.C]**
 - a. The **PUBLIC EDUCATION AGENCY (PEA)** shall:
 - i. Inform the students' parents/guardians within its boundaries of the (ADJC) responsibility to provide special education services;
 - ii. Provide services for students ages three through twenty-one; and
 - iii. Ensure access to those services, including information regarding early intervention services for student's birth through two years of age.
3. **Identification and Referral: [AAC R7-2-401.D]**
 - a. The **PUBLIC EDUCATION AGENCY** shall:
 - i. Establish, implement and disseminate written or electronic procedures for the identification and referral of all students with disabilities, birth through 21 years of age;
 - ii. Require all school based ADJC Education personnel to review the written procedures related to student identification and referral on an annual basis and maintain documentation of the staff review;
 - iii. Ensure procedures for child identification and referral shall meet the requirements of the IDEA and its regulations, ARS Title 15, Chapter 7 and the State Board of Education rules R7-2-401;
 - iv. Identification (screening for possible disabilities) shall be completed within 45 calendar days after:
 - (1) Entry of any student enrolling without appropriate records or screening, evaluation, and progress in school; or
 - (2) Parent/guardian notification of developmental or educational concerns.
 - v. Screening procedures shall include vision and hearing status and consideration of the following areas:
 - (1) Cognitive or academic;
 - (2) Communication;
 - (3) Motor;
 - (4) Social or behavior; and
 - (5) Adaptive development:
 - (a) Screening does not include detailed individualized comprehensive evaluation procedures.
 - vi. For a student transferring into an ADJC secure care school, the **PEA** shall:
 - (1) Review enrollment data and educational performance from the prior school;
 - (2) If there is a history of special education for a student not currently eligible for special education or of poor progress; and
 - (3) The name of the student shall be submitted to the school Administrator or Student Study Team (SST) for consideration of the need for a referral for a full and individual evaluation or other services.
 - vii. If a concern about a student is identified through screening procedures or review of the records, the parent/guardian of the student shall be notified of the concern within 10 school days and shall be informed of the PEA's procedures to follow-up on the student's needs;
 - viii. Maintain documentation of the identification procedures utilized, the dates of entry into school, notification by parents/guardians of a concern and the dates of screening. The results of the screening shall be maintained in the student's permanent records;

- ix. If the screening indicates a possible disability, the name of the student shall be submitted to the school Administrator for consideration of the need for a referral for a full and individual evaluation or other services:
 - (1) A parent or a student, who has reached the age of majority, may request an evaluation of the student.
- x. If, after consultation with the parent/guardian, or student of majority the **PEA** determines that a full and individual evaluation is not warranted, the **PEA** shall provide prior written notice and procedural safeguards notice to the parent/guardian/student of majority in a timely manner.

Signature Date

01/29/2019

Approved by

Original Signature on File

Dr. Kim Eger, Education Superintendent

Signature Date

01/30/2019

Approved by

Original Signature on File

Jeff Hood, Director

Effective Date

01/31/2019