

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

November 20, 2009

TO: SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR
SPECIAL EDUCATION



SUBJECT: CHILD FIND COORDINATORS FOR ANCHORAGE
SCHOOL DISTRICT

Introduction:

State and federal law mandate that ASD appoint Child Find Coordinators who coordinate the development, revision, implementation, and documentation of the Child Find system. The size of the Anchorage School District dictates that many employees serve in the capacity of "Child Find Coordinator". In any given ASD school, the special education staff and the administration all act in some capacity as personnel who coordinate child find efforts. In secondary schools, building level counseling staff does as well. The intent of this memo is to describe the efforts of the Anchorage School District to locate those students with disabilities who may be in need of special education services.

The Anchorage School District maintains a procedure must be established to receive referrals of children suspected of having a disability. Referrals must be acted on without undue delay. The District must inform parents, interested agencies, and school personnel of the referral procedures. ASD provides public notice, accomplished through the ASD website at:

<http://www.asdk12.org/depts/sped/policy/part2.asp> and through an annual public notice posted in the newspaper.

Responsibilities of Child Find Coordinators:

1. Referrals should be made on a standard referral form and routed to a Child Find Coordinator.
2. The Child Find Coordinator may need to provide assistance in filling out the form to the person making the referral, such as a parent, teacher, or agency representative.
3. After the referral is made, the Child Find Coordinator should gather information about the child available in school records, (e.g. health history, family history, previous evaluations, records of past school performance).
4. The Child Find Coordinator should also review each referral to determine appropriateness. If a parent-initiated referral is deemed to be inappropriate, (that is, the District does not believe a special education referral is warranted) parents must receive a written notice stating the reasons for the District's refusal and a copy of the procedural safeguards notice. A copy of the Prior Written Notice must be filed in the student's cum file.
5. Upon determination of an appropriate referral, the Child Find Coordinator shall provide "prior written notice" to the child's parents and alert the appropriate building level personnel to oversee the required evaluation.

Coordination of Child Find Efforts:

Child Find efforts of the Anchorage School District will be coordinated by the following team, supervised by Jerry Sjolander, Executive Director 742-4236:

Director for Early Childhood and Elementary Education, ECE Supervisors and Coordinators 742-3886.

Director for Secondary Special Education, Secondary Coordinator, and Special Schools Assistant Principal 742-6021

STEP Center Manager and Teacher Experts 742-3872

Parents or personnel in need of assistance to make referrals for special education services should contact the following:

Preschool Level (ages 3-5) Child Check Program 742-2657

Elementary Level (grades K-6) School Principal or special education department chairperson

Middle and High (grades 7-12) School Counselor or special education department chairperson or school psychologist