

Notice to Parents  
Regarding  
Child Identification, Location, Screening and Evaluation

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Preschool children ages 3 through 5 and students enrolled in PK – 12 who are suspected of having disabilities which may require special education and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with SoonerStart Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll free number (1-800-420-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening

1) Readiness Screening

Personally identifiable information is collected on all Kindergarten students participating in schoolwide screening to assess readiness prior to entry in the first grade. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be screened for readiness or evaluated without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.

2) Educational Screening

Educational screening includes accepted procedures for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the Individuals with Disabilities Act (IDEA). Each school district in the state provides educational screening. No child shall be educationally screened without prior written notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.

- Students shall be screened as needed or upon the request of the parent, legal guardian, or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.
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Evaluation

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such an evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in

accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the student's educational records;
- To request the amendment of educational records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;
- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violation(s) of the requirements of FERPA (34 CFR 99.1-99.67); and
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact your child's school:

**(Tecumseh Public Schools)** Krouch Early Childhood Center – 598-2967; Barnard Elementary – 598-3169; Cross Timbers Elementary – 598-3771; Tecumseh Middle School – 598-3744; Tecumseh High School – 598-2113.

**(Asher Public Schools)** Superintendent's Office –405-784-2332;

**(Earlsboro Public Schools)** – Superintendent's Office – 405-997-5616;

**(Macomb Public Schools)** Superintendent's Office – 405-598-3892;

**(Maud Public Schools)** Superintendent's Office – 405-374-2416;

**(South Rock Creek Public Schools)** Superintendent's Office – 405-273-6072