

Cumberland County Public Schools

Child Find, Referral Procedures, and School Contacts

Child Find

Cumberland County Public Schools will implement ongoing and continuous strategies to identify, locate and evaluate children residing or parentally placed in private schools (including religious school children, home-schooled and home-tutored children) within its jurisdiction who are birth to age 21 and need special education and related service as defined in the Virginia Regulations.

Strategies will focus on: children in typical homes; children who are mobile, including those who are homeless or migrants, and who are wards of the state; children who are under 18, who are suspected of having a disability who need special education and related services; and children who are suspected of being children with disabilities, even though they are advancing from grade to grade.

Procedures for Referral

A. Referrals will be accepted in written, electronic, or oral form by each school's principal or designee for children aged two to 21, suspected of having a disability, regardless of whether the child is enrolled in public school. Referrals will be received from any source including parents, school staff, the school-based team, the Virginia Department of Education, any other state agency, or other individuals regarding children who are residents of the locality or who attend a private school that is located within the locality. Once a referral is received, the principal or designee will ensure that the referral is documented on a referral form which includes the child's name, the reason for the referral and efforts made to address the concerns, the date the referral was received, the name of the person or agency making the referral, the parent's name, and contact information for the parent.

B. Within 10 business days, the referral will be reviewed by a school team which includes the referring source, as appropriate, the principal or designee, at least one teacher, at least one specialist, and one member who is knowledgeable about alternative interventions and about procedures required to access programs and services that are available to assist with children's educational needs. Additional professionals may be included as appropriate and based on the reason for the referral.

C. This team will review the reason for the referral and review the child's record and any other performance evidence or data that will be used to make recommendations for educational and/or behavioral needs. The team may determine that: (1) the referral for special education evaluation is not needed for the student, noting that the child is performing adequately; (2) recommend interventions with prescribed review dates, or (3) refer the child for a special education evaluation. All decisions of this team shall be documented in writing and include information upon which a decision was based. Such documentation shall be maintained in the student's scholastic record.

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D. If the referral is made to the special education administrator or designee, within three business days, the special education administrator or designee will initiate the evaluation-eligibility process, and forward the referral to the school team to review and respond to the request or deny the request. If the referral is made by a parent, the parent will be notified of the decision. If the request is denied, the parent will be provided prior written notice as already described and as is required at 8 VAC 20-81-170 of the Virginia Regulations.

Contacts:

Cumberland County Elementary School

804-492-4212

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Cumberland County Middle School

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Emily Ellinghausen, School Counselor; eellinghausen@cucps.k12.va.us

Cumberland County High School

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Natalie Sacra, School Counselor; natalie_sacra@cucps.12.va.us

Cumberland County Central Office

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Bernice Ford, Director of Special Education; bford@cucps.k12.va.us