**MEMORANDUM**

TO: District Superintendents

Supervisors of Special Education

FROM: Tanya Bradley, Bureau Director

Office of Special Education

DATE: February 8, 2017

SUBJECT: Child Find Report

The Office of Special Education is required to verify each district’s Child Find Report annually. The current annual Child Find Report covers March 5, 2016, to March 4, 2017. Enclosed you will find instructions for completing the Child Find Report and a Sample Child Find Report which has been completed as an example. Please complete the report and return it to the Division of Program Evaluation and Improvement **no later than Friday, April 7, 2017**.

One additional item has been added to this year’s Child Find Report. Data Requirement E has been added to account for requests sent to the Multidisciplinary Evaluation Team (MET) which did not proceed to an initial evaluation due to the MET’s determination that an initial evaluation was not warranted. The inclusion of the number children referred to the MET who did not proceed to an evaluation will ensure **all** children referred to the MET are included in the district’s Child Find Report.

In preparation for additional data requirements to be collected and reported for the 2017-2018 Child Find Report due in April of 2018, please begin collecting and maintaining Child Find data pertaining to children for whom a request for an Initial Evaluation has been made to the MET:

* The number of referrals of children referred for an Initial Evaluation from Part C to Part B.
* **As a subset of the referrals from Part C to Part B**, the number of children enrolled in and referred for an Initial Evaluation by a Head Start program.
* The number of referrals made by a parent.
* The number of referrals of children enrolled in private schools.
* The number of referrals of detained youth in Juvenile Detention Centers.

If you have any questions, please contact Ms. Minnia Winters or Ms. Velva Haynes at (601) 359-3498. Thank you for your assistance in the completion of this process.

Enclosures

c: Kim S. Benton, Ed.D.

Gretchen Cagle, M.Ed.