**MEMORANDUM**

TO: District Superintendents

 Supervisors of Special Education

FROM: Tanya Bradley, Bureau Director

 Office of Special Education

DATE: February 1, 2016

SUBJECT: Child Find Report

The Office of Special Education is required to verify Child Find each year. The instructions and form pertaining to the 2015-2016 Child Find Report are attached. This report covers March 5, 2015, to March 4, 2016. Please complete this report and return it to the Division of Program Evaluation and Improvement **no later than April 1, 2016**.

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: Gretchen Cagle, M.Ed.