CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION NOTICE TO PARENTS

The _____ Public Schools makes a continuing effort to locate any children in the district ages 3-21 who may be disabled and/or developmentally delayed who are not currently being served by the school.

Anyone knowing a child who might be in need of services is asked to notify the local superintendent, principals, or special education teacher at _____.

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 3–5, and students enrolled in K–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 the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services beginning at three years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides state-wide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments.

1. Readiness Screening: Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screening to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

2. Educational Screening: Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the school district.

   Educational screening is implemented for all first grade students each school year.

   Second through twelfth grade students shall be screened as needed or upon 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 six months from the date of 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 or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by the 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 administrator.