

The Child Find / Pre-Kindergarten Assessment and Educational Planning Process for School District Services



Step 1 – Referral: Your child was referred to Child Find for evaluations and educational planning due to concerns about his/her developmental skills in one or more of the following areas: communication, thinking, motor, social, self-care, and health.

Step 2 – Evaluation: Before your child is evaluated, you are required to give your written consent for the evaluation. Depending upon your child's specific **educational** needs, certain professionals and/or school personnel may evaluate your child. You are an important member of your child's evaluation team and will provide critical information to the team about your child's skills. Additionally, if your child is attending a preschool or childcare setting, the team will be requesting information about your child's participation in the program.

Step 3 – Determining Eligibility: Following the evaluation, you will be notified to participate in an Eligibility Determination Staffing. **A Staffing is a meeting where your child's eligibility for special education services is determined, based upon state and district criteria and thorough review and discussion of all current and relevant developmental information about your child.** You will be provided with a copy of the team's evaluation report and planning notes prior to the meeting.

Step 4 – Development of the Individual Educational Plan (IEP): If your child is found eligible for special education services, the Staffing committee seamlessly transitions into the educational planning team. As a member of the educational planning team, you will assist in developing your child's **Individual Educational Plan (IEP)**. The Assessment team will develop a **DRAFT** of the Present Level of Academic Achievement and Functional Performance Narrative and offer suggestions for Goals and Objectives. Please understand that these sections of the plan are **DRAFT ONLY**. Changes can be, and usually are, made during the meeting as new or additional information is available, and others contribute. The final IEP will determine **WHICH** service(s) your child needs, **HOW MUCH** time is needed to accomplish your child's goals, and **WHERE** the services will be provided.

Step 5 – Consent and Program Starts (during the school year.): After the IEP has been written and service recommendations have been made, you will be asked to sign a document, giving consent for the services or declining the services. Services are typically offered in your neighborhood school or the school closest to your home having the recommended program.

Step 6 – Enrollment: To enroll your child you will need the following information: your child's birth certificate, a Florida school physical form completed within the last 12 months, and up-to-date immunization record. These documents can be obtained from your child's pediatrician or at the Hillsborough County Health Department (by appointment).

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