

Multnomah Education Service District

Code: **IGBA-AR(2)**
Adopted: 10/12/94

Child Identification Procedures

MESD will designate a coordinator for “Child Find” activities who shall be responsible for:

1. Developing and revising all child find materials;
2. Developing and supervising an ongoing system to locate, identify and evaluate all children residing within the MESD boundaries who are suspected of being eligible for special education;
3. Ensuring that all children identified through child find activities are referred for appropriate services;
4. Establishing and maintaining ongoing communication processes with all staff, organizations, agencies and individuals to ensure that all activities are carried out in a manner consistent with all state and federal requirements; and
5. Conducting in-service and ongoing training for staff, organizations, agencies and individuals to ensure that child find, referral, and screening activities are carried out.

Methods used by the coordinator to conduct the awareness activities may include, but not be limited to:

1. Local media resources including television, radio, and newspaper;
2. Direct contact activities that alert members of the community who may not easily understand English or who may live in rural or isolated geographic areas, including presentations at community meetings and meetings of public employees and officials;
3. Development of communications links with various agencies that provide services to children eligible for special education within the community including dissemination of child find materials to hospitals, clinics, pediatricians, pediatric nurses, and social service professionals involved in family or child services.

In addition to conducting public awareness activities, the child find coordinator is also responsible for evaluating those children suspected of needing special education following required procedural safeguards, collecting the annual census data to determine which children are receiving special education, and collecting data to determine the number of children evaluated but who are not eligible for special education.