

OPERATING PROCEDURES

CHILD FIND DUTY

Boerne ISD

130901

Template update May 2020

Legal Framework: CHILD FIND DUTY

[Related Resources](#)

Broad Category: CHILD FIND

PROCEDURES:

PERSONS RESPONSIBLE: Child Find Coordinator

Boerne ISD is required to implement a comprehensive Child Find system in which district personnel actively search for all individuals, birth through 21 years with disabilities.

Child Find is to identify, locate, and evaluate all children with disabilities who are in need of special education and related services who resides within the school district's boundaries or whose private school is located within the school district's boundaries.

At the beginning of each school year BISD sends information to local pediatrician offices, local newspapers, private schools, daycare facilities, and the library regarding the process for child find in our district. Information for child find is located on BISD website.

For children 0 to three years:

Any referrals regarding a child who may have a disability, birth to 3 years, should be directed to the Child Find coordinator through the BISD Child Find Office. The Child Find Coordinator will obtain referral information. A copy will be forwarded to the ECI program that services the family within two working days.

Different county agencies:

Homespun/ECI:

New Braunfels/ Comal Office: (830) 352-1510

Easter Seals of San Antonio

For children ages 3 to 5 years:

Any referral regarding a child who may have a disability, ages 3-5 years should be directed to the Child Find Coordinator. When a referral is made to BISD, the Child Find Coordinator will gather referral information and determine appropriate evaluation to be completed.

For Children ages 5 (kinder age) to twenty-one years:

Any individual may refer a child with a suspected disability to the Special Education Program. For a student enrolled in Boerne ISD referrals will have been through the MTSS

OPERATING PROCEDURES

CHILD FIND DUTY

Boerne ISD

130901

process or similar pre-referral intervention system. The use of MTSS strategies cannot be used to delay or deny the provision of a full and individual evaluation. Student progress in the MTSS program will be monitored on a regular basis. Students who do not demonstrate adequate progress under MTSS will be referred for a special education evaluation in a timely manner.

Any referral for a child, who may have a disability, ages 5 (kinder) to 21 years not enrolled in BISD should be directed to the home campus evaluation staff.

CHILD FIND OFFICE

Place: Special Education Central Office

Phone: 830-357-2098