

SCOTT COUNTY SCHOOLS

Child Find for students in need of special education, 504 services

Child Find for Children with Disabilities in Need of Special Education or 504 Services

Child Find

The Scott County Public School District keeps educational records in a secure location in each school and Board office.

The Scott County Public School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Scott County Public School District may destroy the educational records of a child without parent request 3 years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Scott County Public School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with

disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 160%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Scott County Public School District has an ongoing "Child Find" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical



boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's "Child Find" system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Scott County Public School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged

to help the Scott County Public School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Scott County Public School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Scott County Public School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 502-570-3015 or send the information to:

Director of Special

Education

Section 504 Coordinator

Scott County Public School District

2168 Frankfort Rd.

Georgetown, KY 40324

If you know of a child who attends a private or home school within the boundaries of the Scott County Public School District, who may have a disability, and may need but is not receiving Special Education services, please call 502-570-3063 or send the information to:

Director of Special Education

Scott County School District

2168 Frankfort Rd.

Georgetown, KY 40324

"Child Find" activities will continue throughout the school year. As part of these efforts the Scott County Public School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District

collects through "Child Find" is maintained confidentially.

Written Policies and Procedures have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and "Child Find" activities. There are copies in the Principal's office of each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

Director of Special Education

Scott County Public School District

2168 Frankfort Rd.

Georgetown, KY 40324

502-570-3063

The District office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m.

The Scott County Public School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the Director of Pupil Personnel, the Director of Special Education or the Section 504 Coordinator at the address or phone number listed above for the Scott County Public School District.

Revised March 2011 per KDE

SCOTT COUNTY SCHOOLS

Records destruction for students enrolled in special education

NOTICE: DESTRUCTION OF RECORDS

STUDENTS PREVIOUSLY ENROLLED IN SPECIAL EDUCATION

SCOTT COUNTY PUBLIC SCHOOLS

Please accept this as an official notification of our intent to destroy personally identifiable information, relative to any student, that is no longer needed to provide educational services to the student, previously enrolled in a special education program whose date of birth is between January 1, 2001 and December 31, 2002 or whose last date of service in a special education pro-

gram was 3 years ago.

The above-mentioned records will be destroyed after June 30th, 2025. Prior to this, parents or eligible former students may obtain a copy of any data that has been obtained or previously used in the special education program.

A permanent record card (transcript) consisting of a student's name, school address, and last grade level may be obtained without time limitations.

If you have any questions about this notice, please contact Becky Cooper at 502-570-3040.

GEORGETOWN PLANNING COMMISSION

Zone change request for Long Lick Road property

Hearing for Zone Change Application for Property on Long Lick Road

Notice of public hearing is hereby given that the Georgetown Planning Commission will hold a public hearing on Thursday, June 12 at 6:00 pm in the Fiscal Court Room in the Courthouse, 101 E Main Street, Georgetown, KY.

The Planning Commission will hear public comments about a zoning change application for Agricultural A1 to Residential A5 for the Tackett farm property (being 80 acres) located at 3594 Long Lick Road, Stamping Ground, KY 40379. Contact Planning Commission at 502-567-3701 for more information.

Annual notice of Family Educational Rights and Privacy Act to parents and students

Notification of FERPA Rights

Distribute this notice annually to parents and students.

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students 18 years of age or older or students who are attending a postsecondary institution) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.
2. The right to inspect and review logs documenting disclosures of the student's education records.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.
4. The right to provide written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
5. The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Review/Revised: 6/16/2016

of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. The right to provide written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in

performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or postsecondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.

c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

5. The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.

To exercise this right, parents/eligible students

shall notify the District by the deadline designated by the District.

6. The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard and institutions of higher education.

Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

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