

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

Child Find

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

The Morgan County 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 Morgan County School District may destroy the educational records of a child without parent request based upon record retention schedule 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 Morgan County 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 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.

The Morgan County 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 Morgan County 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 Morgan County 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 Morgan County 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 Morgan County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call or send the information to:

Leann Sargent
 Director of Special Education and Section 504 Coordinator
 Morgan County Schools
 155 University Drive
 West Liberty, KY 41472
 606-743-8002

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

Leann Sargent
 Director of Special Education and Section 504 Coordinator
 Morgan County Schools
 155 University Drive
 West Liberty, KY 41472
 606-743-8002

"Child Find" activities will continue throughout the school year. As part of these efforts the Morgan County 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:

Dr. Katlin Haney, Deputy Superintendent
 Morgan County Schools
 155 University Drive
 West Liberty, KY 41472
 606-743-8002

The District office is open Monday through Friday, from 7:30 a.m. to 4 p.m.

The Morgan County 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 Morgan County Schools.

§ 300.612 Notice to parents.

(a) The SEA must give notice that is adequate to fully inform parents about the requirements of § 300.123, including

1. A description of the extent that the notice is given in the native languages of the various population groups in the State;
2. A description of the children on whom personally identifiable information is maintained, the types of information sought, the methods the State intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information;

1. A summary of the policies and procedures that participating agencies must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information; and

2. A description of all of the rights of parents and children regarding this information, including the rights under FERPA and implementing regulations in 34 CFR part 99.

(b) Before any major identification, location, or evaluation activity, the notice must be published or announced in newspapers or other media, or both, with circulation adequate to notify parents throughout the State of the activity. (Authority: 20 U.S.C. 1412(a)(8); 1417(c))

STUDENTS

09.14 AP.111

NOTIFICATION OF RIGHTS UNDER FERPA For Elementary and Secondary Institutions and Child Find

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older ("eligible students") 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.*

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2) *The right to inspect and review logs documenting disclosures of the student's education records.* Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

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.*

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation 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.*

One exception which permits disclosure without consent is 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 or her tasks.

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

This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

NOTIFICATION OF RIGHTS UNDER FERPA

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it state in its Annual Notification (Annual FERPA Notice) that it intends to forward record on request.)

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

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 202024605

NOTIFICATION OF RIGHTS UNDER FERPA

The Morgan County School District keeps educational records in a secure computer system and in locked files in each school and Board of Education office.

For students who have been determined eligible for programs for special education, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs or services. The Morgan County School District may destroy the educational records of a child without parent's request seven (7) 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 Morgan County School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed.

Children determined eligible for special education include those children with disabilities who have a hearing impairment, visual impairment, emotional-behavioral disability, deaf-blindness, other health impairment, specific learning disability, mental disability, multiple disabilities, speech or language impairment, developmental delay, orthopedic impairment, autism, or traumatic brain injury, and who because of such an impairment need specially designed instruction and related services.

The Morgan County School District has an ongoing "Child Find" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or resident within its geographical boundaries, aged three (3) to twenty-one (21) years, who may have a disability and be in need of special education. 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 receiving special education.

The Morgan County School District will make sure any child enrolled in its district who has a disability, regardless of how severe the disability, is provided an appropriate education at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Morgan County School District find any child who may have a disability and need of special education services. The District needs to know the name and age, or date of birth of the child, the name, address, and phone number of the parent or guardian, the possible disability, and other information to determine if special education is needed.

Letter and phone calls are some of the ways the Morgan County 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 services.

If you know of a child who lives in Morgan County, who may have a disability, and may need but is not receiving special education services, please call (606) 743-8002 or send the information to:

Leann Sargent, Director of Special Education
 Morgan County Schools
 155 University Drive
 West Liberty, KY 41472
 (606) 743-8002

NOTIFICATION OF RIGHTS UNDER FERPA

"Child Find" activities will continue throughout the school year. As part of these efforts, the Morgan County 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. 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 also be obtained by contacting:

Ralph W. Hamilton Ed.D., Superintendent
 Morgan County Schools
 155 University Drive
 West Liberty, KY 41472
 (606) 743-8002

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

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Pupil Personnel or the Director of Special Education at the address or phone number listed above for Morgan County Schools.

When the Special Education Director (Director) identifies a need to publish this notice in a language other than English, the Director has the notice translated and published in the other language. If, after fifteen (15) working days, the Director is unable to find someone (e.g. by contacting surrounding colleges and universities) to appropriately translate the notice, then the Director contacts the Kentucky Department of Education, in writing for assistance in securing the necessary translation.

Review/Revised:6/21/2016