[Insert District Letterhead]

[Date]

[Contact]

[Address]

[Town, State, Zip]

RE: Individuals with Disabilities Education Act (IDEA) Consultation Meeting

Dear [Contact]:

I regret you were not able to attend the consultation meeting regarding special education equitable services under the Individuals with Disabilities Education Act (IDEA) that was held on [Date]. This letter is a follow up to alert you that [District] Public Schools has a continuing duty to conduct ongoing child find activities (the process to identify and evaluate all children who may be eligible for special education services).

As [Director of Special Education /Title], I am reaching out to inform you that if you have any students enrolled in your school who may have a disability or who you suspect of having a disability, you should contact the parents and provide them with the attached Child Find Notice. If they are interested in seeking an evaluation and with their consent, you may share the names of these students and their parents’ contact information with us. You may also have the parents contact us directly. We would then reach out to the parents directly to conduct any evaluations needed.

I am enclosing a Child Find notice for distribution to parents of students attending your school. I will also ask that you copy and post this notice in conspicuous places throughout your school building in spaces where parents frequent. This notice contains information parents should have regarding our school district’s efforts of child find in private schools.

In closing, we thank you in advance for posting our notice and look forward to hearing from you should you suspect any of your students as being in need of a special education evaluation and/or needing special education or related services.

My contact information is:

[District contact]

[District address]

[District town, state, zip]

[Phone number]

[Email]

Sincerely,

[District contact]

#### (Child Find Notice: Private School)

# ATTENTION

# PRIVATE SCHOOL PARENTS

# Child Find

It is the responsibility of the [District] Public Schools to identify any child who may have a disability who is either a resident of [District] or who attend private school within the geographic boundaries of [District]. This also includes students who are homeschooled.

[District] Public Schools is also responsible for the evaluation of those students to determine if they are eligible for special education or related services under Federal law, Individuals with Disabilities Education Act (IDEA) or Massachusetts State Law, 603 CMR 28 (Massachusetts Special Education Regulations).

[District] Public Schools is also committed to identifying children before their third birthday in order to provide early intervention services for three and four year-olds with disabilities. If you have questions or concerns regarding your child's development and would like to have him/her screened, please call [District Contact] at [phone number] to set up an appointment.

If you suspect that your child may need an evaluation to determine eligibility for special education services, you may request an evaluation, at no cost, through the [District] Public Schools [Special Education Office]. Please contact us at the following:

# [District contact]

# [District address]

# [District town, state, zip]

# [Phone number]

# [Email]