

XXIV. Sample Procedure Development

Procedure: [Xyz School District] ChildFind activities

Task	Person Responsible	When to Complete	Forms Needed (if any)
Review website regarding information on child find process and identify updates as needed	Special education supervisor	Annually (June)	
Update website content as needed	Special education supervisor	Annually (July)	Website update form
Identify local preschools and pediatricians	Special education preschool coordinator	Annually (July)	
Send out notices to local news media	Special education supervisor	Biannually (August and January)	Communication form (for legal review)
Send preschools and local pediatricians updated brochures or one-pagers with child find information and resources	Special education preschool coordinator	Biannually (August and January)	Brochures, one-pagers
Provide school-level contacts needed updates and forms	Special education coordinator	Annually (August)	Referral forms, referral procedures, brochures, flyers
Professional development for staff (onboarding and annual refreshers of the referral process)	Special education coordinator	Onboarding- Annually (August) Refreshers- Annually (August staff meetings)	PowerPoint slides, special education district manual

Sample procedure

[Xyz school district] will provide the following steps for general child find activities:

1. The special education supervisor will be responsible for developing and maintaining district-level child find activities. The activities include
 - a. Website content to be developed. It will be reviewed at least annually (typically July) and will be revised with updates before the start of school in the fall.
 - b. Printed information (e.g., brochures, one-page flyers) dissemination will be provided to the following in the fall and spring each year:
 - i. Local preschools and daycares
 - ii. Local pediatricians
 - iii. District Parent Teacher Organizations
 - iv. Local nonpublic schools
 - v. Department of Children's Services
2. Professional development training for district staff
 - a. Onboarding content regarding child find activities and referrals will be developed and approved by district coordinator annually. An abbreviated version that provides general content will also be created to be incorporated into onboarding content for all new hires.
 - b. Onboarding training that covers procedural aspects for leadership regarding child find responsibilities will occur before the school year begins for all staff who are hired at the start of the year in the following roles or at the time of hire for those who start after the school year begins: school administrators, preschool services coordinator, and SAT coordinators. Mid-year new hires must receive onboarding coordinated by their supervisor.
 - c. Refresher content will be provided annually for all roles before the school year begins.
3. Parent training
 - a. Content will be developed by the special education coordinator for school teams to use for parent outreach activities such as parent organization meetings. Updated content will be provided each fall to SAT coordinators and their administrators.
4. Referral procedures will be developed and provided to SAT coordinators and associated team members.