

## **Child Find Notice**

### Special Education Referral and Evaluation Procedures

Upon request, Horse Creek Academy is required to evaluate the child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Evaluation Planning team to determine if the child has a disability and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities enrolled by their parents in schools within the school district.

A school staff member who reasonably believes a child may be a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child is enrolled. Before referring the child, the person making the referral must inform the child's parent the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school or district in which the child is enrolled.

Referrals must be in writing and include why the person believes the child is a child with a disability. Please direct referrals to [ataylor@hcacs.net](mailto:ataylor@hcacs.net)