**CHILD FIND SYSTEM**

The Child Find system is designed to locate, identify and evaluate any child, age three (3) to twenty-one (21) years, who resides in a home, facility, or residence within its geographical boundaries, 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 not receiving special education.

The district makes sure any child enrolled in the 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 district find any child who may have a disability and need 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.

Letters and phone calls are some of the ways the districtcollects the information needed. The information the 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 the district, who may have a disability, and may need but is not receiving special education services, please contact:

**Director of Special Education**

**Grant County Schools**

**820 Arnie Risen Blvd.**

**Williamstown, Kentucky 41097**

**859-824-3323**

[**Kate.preyss2@grant.kyschools.us**](mailto:Kate.preyss2@grant.kyschools.us)

Child Findactivities continue throughout the school year. As part of these efforts, the district uses screening information, student records, and basic assessment information collected 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 are on file that describes the district’s requirements regarding the confidentiality of personally identifiable information and Child Find activities. Copies are maintained in each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

**Director of Special Education**

**Grant County Schools**

**820 Arnie Risen Blvd.**

**Williamstown, Kentucky 41097**

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The district office is open Monday through Friday, from 7:30 a.m. to 4:00 p.m. The 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, please contact the Director of Special Education at the address or phone number above.