

**CHILD FIND PROCEDURES REQUEST:
SAMPLE MEMORANDUM TO DISTRICT
ADMINISTRATIVE SECRETARY**

To: Administrative Assistant Addressed
From: [INSERT NAME OF PERSON], Child Find Contact
[INSERT YOUR PROGRAM NAME]
Re: Child Find Assistance Request
Date: [INSERT CURRENT DATE]

[INSERT YOUR PROGRAM NAME is] [and its member districts are] responsible for identifying, locating, and evaluating any children with known or suspected disabilities who reside within the school district's boundaries to determine whether a need for special education and related services exists. To ensure that eligible students in both public and private schools are receiving the services to which they are entitled, we would like to request your assistance.

Enclosed you will find the [INSERT PROGRAM NAME] procedures for Child Find. Each campus administrator has received a copy of these procedures. [INSERT NAME AND/OR POSITION OF CAMPUS CONTACT] is the campus designee for maintaining Child Find documentation for each campus.

Also enclosed is information about Child Find and our programs. You will find [DESCRIBE MATERIALS UTILIZED/TECHNOLOGY USED TO DOCUMENT PARENT PHONE CALLS to be kept at each phone for easy access in the event a parent calls to obtain information about referring a child to special education.] Please let us know if you need additional materials or training.

We appreciate your support of the children in [INSERT LOCATION, PROGRAM OR DISTRICT NAME]. Thank you for your assistance in this matter. If you have questions, comments, or concerns please do not hesitate to contact [INSERT CHILD FIND CONTACT PERSON'S NAME] at [INSERT CONTACT PERSON'S EMAIL/PHONE NUMBER].

**[INCLUDE CHILD FIND INFORMATION DESCRIBED ABOVE AND
DISTRICT CHILD FIND PROCEDURES FROM YOUR FILES OR
FROM SAMPLE DOCUMENTS]**