

Local Education Agency Requirements for Child Find

Local educational agencies (LEA) comply with certain state and federal special education notices requirements by placing the following notices in newspapers or other media.

Model Notice of Child Find Activity: Confidentiality of Personally Identifiable Information

Child Find Confidentiality Notice, Revised 8/7/2008 – [English](#), [Spanish](#), [Hmong](#)

This notice may be used to meet the federal law requirement in 34 CFR 300.612. The notice must be published in newspapers or announced in other media, with circulation adequate to notify parents throughout the LEA of the activity, prior to any major Child Find activity.

- Placing the notice on the LEA's website is sufficient.
- Placing the notice in an LEA publication sent only to households with enrolled students is **not** sufficient.
- Charter schools authorized under section 118.40 of the Wisconsin Statutes are required to place this notice. Placing the notice on the charter school's website or placing the notice in a school publication sent only to households with enrolled students is sufficient.

Model Notice to Parents and Individuals Required to Make Referrals

Notice to Persons Required to Make Referral, Revised 8/7/2008 – [English](#), [Spanish](#), [Hmong](#)

This notice may be used to meet the state law requirement in §115.777(3)(d), Wis. Stats. The notice must be disseminated, at least annually, in a manner that will reach all parents and individuals required to make referrals throughout the LEA.

- Placing the notice in a newspaper with LEA-wide circulation, or placing it in an LEA publication mailed to all postal addresses within the LEA is sufficient.
- Placing the notice on the LEA's website is **not** sufficient.
- Charter schools authorized under section 118.40 of the Wisconsin Statutes are not required to place this notice.

Local Education Agencies shall do all of the following:

- Establish written procedures for accepting and processing referrals.
- Document and date the receipt of each referral.
- Provide information and in-service opportunities to all of its licensed staff to familiarize them with the agency's referral procedures.
- At least annually, inform parents and persons required to make referrals about the LEA's referral and evaluation procedures.
- Within 15 business days of receiving a referral, send the child's parents a request for consent to evaluate or a notice that no additional data is necessary.