

OPERATING PROCEDURES	
AGES 0-5	
PORT ARANSAS ISD	178908

Template update May 2020

Legal Framework: AGES 0-5

[Related Resources](#)

Broad Category: CHILD FIND

PROCEDURES:

1. The Director of Special Education is the Child Find contact person.
2. Child Find calls or notifications are received by the Special Education Office and documented in a log.
3. The PAISD has a MOU with ECI and Head Start outlining Child Find responsibilities.
4. ECI contacts the Director of Special Education to schedule the initial ECI meeting.
5. The Director of Special Education meets with the family and ECI representative to begin the referral process to fully inform families of the possible services available under Part B.
6. Prior to age 3, students receiving AI, VI or DB will receive services under Part C following steps 2 – 4 through an ISP and aligning with the required framework.
7. Parents complete the necessary referral documents and campus registration forms.
8. The completed referral is reviewed by the Director of Special Education and assigned to the Educational Diagnostician and/or Speech-Language Pathologist.
9. Outside providers, such as ECI or Head Start, are invited to the initial ARD/ISP meeting.
10. The vision teacher and/or RDSPD are involved if the student's suspected disability is AI, VI or DB.
11. The Educational Diagnostician and/or SLP schedule appointments with parents or private schools/daycares to complete evaluations.
12. Child Find activities through consultation and collaboration with private schools, daycares and Head Start programs are utilized to inform parents of the referral process.
13. PAISD follows the ECI flowchart:
<https://tea.texas.gov/sites/default/files/ECITransitionFlowchartRevisedSep2013.pdf>

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(Birth -2yrs)

1. The ECI Early Intervention Specialist (EIS) will submit a LEA Notification letter to the Special Education Department to request a referral for testing. This will occur when a child is 27-33 months of age.
2. The EIS will contact the LEA to schedule a Transition Conference 90 days prior to the child's 3rd birthday. The Transition packet will be sent once the meeting has been scheduled.
3. The Director will coordinate with the EIS to schedule a meeting date. The EIS will coordinate with the parent.
4. The referral process will be followed, and all the required referral paperwork will be completed and submitted within a two week timeframe.
5. The SPED clerk will notify the evaluator of the referral via email.
6. The LEA evaluator will contact the parent to schedule a date to evaluate and will email the EIS the evaluation date and time.
The LEA assessment and ARD timelines will be adhered to as per state and federal regulations.
7. The LEA evaluator will schedule and ARD within the designated timeline and will email the EIS an invitation to the ARD.
8. The parent will register the student at Olsen Elementary School, prior to the evaluation.
For those not yet 3 years of age, the registration packet will be held by the secretary and will be registered on their 3rd birthday.
9. The secretary at Olsen Elementary School will track the students to ensure that they are registered by their 3rd birthday. The SPED representative/evaluator will ensure that the services begin by their 3rd birthday.
10. The evaluator will submit a PEIMS sheet with ALL required information to the secretary. The secretary will log information.

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STAFF RESPONSIBLE:

Local ECI Contractor: Community Action Corporation of South Texas (CACOST)

District Level: Director of Special Education

Campus Level: Educational Diagnostician, Speech-Language Pathologist

Itinerant Level: Vision Teacher, RDSPD

TIMELINES FOR Ages 0-5 ACTIVITIES:

- Transition from IDEA-C to IDEA-B ECSE programs
- FIIEs
- Public outreach
- Staff training
- Information sessions for families

EVIDENCE OF PRACTICE:

- Forms and checklists used to prepare ECI transition plans
- Training artifacts (presentation handouts, sign-in sheets, etc.)
- Media postings
- Public Notices
- Copies of IFSP meetings
- Notice of ARD committee meetings
- Copies of ARD committee meetings
- LEA submissions of SPP 11 and 12 through TEAL