




# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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## MEMORANDUM

**TO:** Local Education Agencies  
Charter Schools  
State-Operated Programs  
Non-Public Schools  
Federal Schools  
Developmental Day Centers  
Community Residential Centers  
Children's Developmental Services Agencies  
Child Care Resource & Referrals

**FROM:** William J. Hussey, Director   
Exceptional Children Division

**DATE:** September 16, 2016

**SUBJECT:** Child Find 2016-2017

North Carolina has a continuing Child Find procedure in place to locate all children with disabilities residing in the State, including children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services. This effort also includes highly mobile children with disabilities (such as migrant and homeless children) and children who are suspected of being a child with a disability and in need of special education, even though they are advancing from grade to grade. The purpose of this procedure is to enhance public understanding of exceptional children and youth with special needs, to identify and locate the children and youth, and to inform the public of available services. The collection and use of data to meet the requirements of Child Find are subject to the confidentiality requirements.

To make Child Find a success, it is important that local education agencies (LEAs) work cooperatively with the medical community and agencies providing services to children, including health departments, social service agencies, local management entities for Mental Health, Developmental Disabilities and Substance Abuse Services, and Children's Developmental Service Agencies. Other community programs should also be involved such as area services for the blind and deaf, child care programs, developmental day centers, Head Start programs and private/parochial schools.

To assist you in your local Child Find efforts, we encourage you to use every available resource including, but not limited to, television and radio announcements, news releases, posters, and brochures. Enclosed are a limited number of Child Find posters and brochures. Materials may be duplicated, and are available on the Exceptional Children Division website at <http://ec.ncpublicschools.gov/policies/project-child-find>. Child Find posters and brochures must be displayed in prominent positions on each school campus for easy public access. Legibly fill in the LEA/charter school name and address, the name of the exceptional children program director/administrator and the telephone contact number.

If you have questions, please contact Keashia Walker at [Keashia.Walker@dpi.nc.gov](mailto:Keashia.Walker@dpi.nc.gov) or Wendy Stevens at (919) 807-3367.

WJH/TAR/wgs

Enclosures

### EXCEPTIONAL CHILDREN DIVISION

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