

Child Find Request

The *Child Find Request* may be used to document verbal or written requests for a comprehensive evaluation made by any person who has knowledge of and/or interest in a child ages birth through twenty-one (21) years and who suspects the child may have a disability. In addition, the *Child Find Request* can be completed by any person empowered by the public agency to receive a written or verbal request for a comprehensive evaluation.

1. Record information about the person making the request, including the person's name, agency represented (if applicable), contact information (i.e., address, email, and phone), and relation to the child. *If the form is being completed by the public agency receiving the request from a parent or a representative of another agency, record information about the person making the request, not the person completing the form.*
2. Record the date the public agency receives the request; this is considered day one (1) of the fourteen (14) day timeline for convening a Multidisciplinary Evaluation Team (MET) to respond to Child Find requests. If the form is being completed to document a written or verbal request that was received by the public agency on a previous day, record the day the original verbal or written request was received by the public agency – not the day the form is being completed.
3. Record as much of the information as is available, including any information known about the child and her/his family, home language, and educational setting, as well as any concerns about the child's development, behavior, and/or learning; however, if some of the information is unknown, leave the item blank. *This Child Find Request form is provided to assist public agencies with documenting requests for a comprehensive evaluation. Failure to complete any part of this form may not be used as a justification to delay or deny a referral to a Multidisciplinary Evaluation Team (MET).*

To evaluate the public agency's Child Find efforts, the public agency may review the responses to "How did you hear about Child Find?"

Public agencies are encouraged to personalize the Child Find Request, or a similar form containing the same information, and to provide the form to collaborative partners and the public so anyone who wishes knows how to make a request for a comprehensive evaluation.

Child Find Request

HOLLANDALE SCHOOL DISTRICT
 101 W. Washington Street
 Hollandale, MS 38748

Kanasha Smith, Director
 662-827-5998
 ksmith@hollandalesd.org

Person Making the Request and Agency Represented:	Relation to Child:
Requester's Address:	Requester's Phone:
Requester's Email:	Date Request Received:

PERSONAL DATA			
Child's Full Name:	Race/Ethnicity:	Gender:	DOB:
Child's Physician:	Physician's Address:		

HOME AND FAMILY INFORMATION	
Parent/Guardian 1:	Parent/Guardian 2:
Home Address:	Home Address:
Home Phone:	Home Phone:
Employer/Occupation:	Employer/Occupation:
Work Phone:	Work Phone:

Child Lives With:

Directions to the Child's Home:

LANGUAGE(S) SPOKEN IN THE HOME
Is any language other than English spoken in the child's home? <input type="checkbox"/> Yes <input type="checkbox"/> No (skip to next section) Parent/Guardian's Language: _____ Child's Language: _____

CHILD'S EDUCATIONAL SETTING	
Does the child attend a public/private school or preschool/childcare center? <input type="checkbox"/> Yes <input type="checkbox"/> No (skip to next question)	
School/Center Name:	School/Center Phone:
School/Center Address:	Teacher:

CONCERNS FOR THE CHILD
<i>Describe any concerns that you have about the child's development, behavior, and/or learning.</i>

How did you hear about Child Find?