



Henry Ford Academy

CHILD FIND PROCEDURE

Henry Ford Academy actively “looks for” students who may require Special Education, 504, or English Learner services.

Examine Student History

CA-60 files of incoming freshmen and transfer students are inspected to see if there is any evidence of a student receiving Special Ed, 504, or EL services. If a student has received any of these services prior to arriving at HFA, their name is forwarded on to the coordinator of the services to see if they should continue. The default is always to continue services.

Assessing Students New to HFA

All freshmen are tested during the first month of their freshman year. Students scoring below fifth grade level are forwarded to the special education department for further inquiry.

Monitor Students at the End of Each Trimester

At the end of each trimester, students earning below a 0.75 gpa are put in the ASAP program and/or placed into the Child Find process.

Teacher Referral

Grade level teams meet monthly (MTSS teams) to discuss academic, social, and emotional needs of their students. Teams may refer students to the Special Education Coordinator to discuss interventions and strategies to be implemented.

Parent Referral

Parents can request at any time in writing an evaluation for special education services for their student.

Student Referral

Students can refer themselves by contacting their counselor, teacher, or administration.

What's Next when a Parent/Student makes the Referral

Once a student is identified for "Child Find" the following steps are taken:

1. Student's name is added to the "Child Find" roster
2. The parent will be contacted in order of request by special education coordinator or school psychologist
3. Student Intervention Profile form must be completed and various strategies implemented by general education teacher
4. Special education teacher must observe student in class and complete the Classroom Observation Report form
5. Parent will have to provide written notification requesting an evaluation for his/her child to begin the evaluation process once all other steps are taken
6. Then, the student is evaluated for services if necessary and if eligible placed on a plan to aid in academic achievement

What's Next when a Teacher makes the Referral

1. Student's name is added to the "Child Find" roster
2. Teacher must complete a copy of the Child Find Teacher Referral form
3. Teacher must complete the Student Intervention Profile form must be completed and various strategies implemented
4. Special education teacher must observe student in class and complete the Classroom Observation Report form
5. General Education Teacher report to Child Find Study team paperwork must be completed by the general education teacher
6. Special education coordinator or school psychologist will contact the parent to discuss evaluation for special education services
7. Parent will have to provide written notification requesting an evaluation for his/her child to begin the evaluation process once all other steps are taken
8. Then, the student is evaluated for services if necessary and if eligible placed on a plan to aid in academic achievement