

The Child Find / Pre-Kindergarten Assessment and Educational Planning Process for Children Transitioning from Early Steps to School District Services



Step 1 – Referral: Your child was referred to Child Find for educational planning and possible evaluations due to concerns about his/her developmental skills in one or more of the following areas: communication, thinking, motor, social, self-care, and health. Children served by the Early Steps program are required to have an exit evaluation. The results will be sent to Child Find.

Step 2 – Evaluation: Depending upon your child’s specific **educational** needs, certain professionals and/or school personnel will review evaluations and other information about your child. You are an important member of your child’s evaluation team and will provide critical information to the team about your child’s skills. An information review/evaluation appointment will be scheduled for your child, and a determination will be made if more evaluations are warranted at that appointment. If additional evaluations **are** needed in order to determine eligibility they will be completed with your consent at that appointment. If additional evaluations are **not** needed, the evaluator will discuss Early Steps’ exit evaluation results with you, and your child’s information will be forwarded to the Staffing Department to schedule an Eligibility Determination Staffing meeting.

Step 3 – Determining Eligibility: Following the review of your child’s information and/or evaluation, you will be notified to participate in an Eligibility Determination Staffing. **A Staffing is a meeting where your child’s eligibility for special education services is determined, based upon state and district criteria and thorough review and discussion of all current and relevant developmental information about your child.** If additional evaluations were completed, you will be provided with a copy of the evaluation reports and planning notes prior to the meeting.

Step 4 – Development of the Individual Educational Plan (IEP): If your child is found eligible for special education services, the Staffing committee seamlessly transitions into the educational planning team. As a member of the educational planning team, you will assist in developing your child’s **Individual Educational Plan (IEP)**. The Assessment team will develop a **DRAFT** of the Present Level of Academic Achievement and Functional Performance Narrative and offer suggestions for Goals and Objectives. Please understand that these sections of the plan are **DRAFT ONLY**. Changes can be, and usually are, made during the meeting as new or additional information is available, and others contribute. The final IEP will determine **WHICH** service(s) your child needs, **HOW MUCH** time is needed to accomplish your child’s goals, and **WHERE** the services will be provided.

Step 5 – Consent and Program Starts (during the school year.): After the IEP has been written and service recommendations have been made, you will be asked to sign a document, giving consent for the services or declining the services. Services are typically offered in your neighborhood school or the school closest to your home having the recommended program.

Step 6 – Enrollment: To enroll your child you will need the following information: your child’s birth certificate, a Florida school physical form completed within the last 12 months, and up-to-date immunization record. These documents can be obtained from your child’s pediatrician or at the Hillsborough County Health Department (by appointment).

The Child Find / Pre-Kindergarten Assessment and Educational Planning Process for Children Transitioning from Early Steps to School District Services

