

SAMPLE PUBLIC AWARENESS MEMO

For medical and behavioral health providers, day care centers,
and community organizations

[Use School District Letterhead]

[INSERT Date]

To: [INSERT Contact Name]
[INSERT Health Care Provider, Day Care Center, or Organization Name]

From: [INSERT Contact Name]
[INSERT School District Name]

Re: Child Find Outreach

[INSERT School District Name] is responsible for locating, identifying, and evaluating all children with known or suspected disabilities who reside within our geographic boundaries to determine whether a need for special education and related services exists. This includes children attending private schools and home-schooled students. Note: Charter schools are responsible for screening, evaluating, and providing services for students enrolled in their school. To ensure that eligible children in both public and private schools are receiving the services to which they are entitled, we're requesting your assistance.

If you know of a child who has a disability or that you suspect may have a disability, refer that child's parent or guardian directly to [INSERT School District] by calling [INSERT Child Find contact] at [INSERT Contact's Phone Number]. [INSERT Child Find contact] will answer any questions or direct your call to appropriate personnel. All referrals are considered confidential. Our school district uses an informal screening tool to assess the development and academic progress of children 2 years 10 ½ months through 21 years. Note: Refer infants and toddlers to the Arizona Early Intervention Program (AzEIP) at (888) 439-5609.

Enclosed are materials about our Child Find efforts. [INCLUDE Child Find brochures, posters, and/or district program brochures.] Please let [INSERT Child Find contact] know if you need additional copies.

We appreciate your support of the children in [INSERT School District]. If you have questions, comments, or concerns, please do not hesitate to contact us.

NOTE: The ADE does not require the use of this form. It is a sample of a best practice document to be used at the discretion of the PEA.