OPERATING PROCEDURES	
AGES 0-5	
GREGORY-PORTLAND ISD	**205902**

Template update May 2020

Legal Framework: AGES 0-5
[Related Resources](#)
Broad Category: CHILD FIND

PROCEDURES:

- The Director of Special Education is the Child Find contact person.
- Child Find calls or notifications are received by the Special Education Office and documented in a parent referral log.
- The G-PISD has a MOU with ECI and Headstart outlining Child Find responsibilities.
- ECI contacts the Director of Special Education to schedule the initial ECI meeting.
- The Director of Special Education meets with the family and ECI representative to begin the referral process to fully inform families of the possible services available under Part B.
- Prior to age 3, students receiving AI, VI or DB will receive services under Part C following steps 2 – 4 through an ISP and aligning with the required framework.
- Parents complete the necessary referral documents and campus registration forms.
- The completed referral is reviewed by the Director of Special Education and assigned to a campus Educational Diagnostician and/or Speech-Language Pathologist.
- Outside providers, such as ECI or Headstart, are invited to the initial ARD/ISP meeting.
- The vision teacher and/or RDSPD are involved if the student's suspected disability is AI, VI or DB.
- Educational Diagnosticians and/or SLP schedule appointments with parents or private schools/daycares to complete evaluations.
- Child Find activities through PNP consultation and collaboration with private schools, daycares and Headstart programs are utilized to information parents of the referral process.
- G-PISD follows the ECI flowchart:
  - https://tea.texas.gov/sites/default/files/ECITransitionFlowchartRevisedSep2013.pdf

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STAFF RESPONSIBLE:

Local ECI Contractor: ECI Project Ninos, Community Action Corporation of South Texas (CACOST)

District Level: Director of Special Education

Campus Level: Educational Diagnostician, Speech-Language Pathologist

Itinerant Level: Vision Teacher, RDSPD

TIMELINES FOR Ages 0-5 ACTIVITIES:

- Transition from IDEA-C to IDEA-B ECSE programs
- FIIEs
- Public outreach
- Staff training
- Information sessions for families

EVIDENCE OF PRACTICE:

- Forms and checklists used to prepare ECI transition plans
- Training artifacts (presentation handouts, sign-in sheets, etc.)
- Media postings
- Public Notices
- Copies of IFSP meetings
- Notice of ARD committee meetings
- Copies of ARD committee meetings
- LEA submissions of SPP 11 and 12 through TEAL