

CHILD FIND POLICIES AND PROCEDURES

The Preuss School UC San Diego • Updated for the 2026–2027 School Year

Legal Basis & SELPA Membership

Pursuant to Education Code §56301 (Child Find System), The Preuss School UC San Diego is required to identify, locate, and evaluate all children with suspected disabilities residing within the Local Educational Agency (LEA), regardless of the severity of their disability.

SELPA MEMBERSHIP AND COORDINATION

The Preuss School UC San Diego is a member of the El Dorado Charter SELPA. As a charter school operating as its own LEA for special education purposes, The Preuss School is responsible for fulfilling Child Find obligations directly, in accordance with the El Dorado Charter SELPA Local Plan and the school's charter.

LEA Status: The Preuss School operates as an independent LEA for special education. This means the school is directly responsible for identifying, evaluating, and serving students with disabilities, and for maintaining its own IEPs, consistent with IDEA (20 U.S.C. §1400 et seq.) and EC §56000 et seq.

SELPA Local Plan: The school's special education program is governed by the [El Dorado Charter SELPA Local Plan](#). The Local Plan describes how special education services are coordinated across member LEAs, including charter schools, and establishes the procedural and fiscal framework within which The Preuss School operates. A copy of the SELPA Local Plan is available from the school's Learning Services team or through the El Dorado Charter SELPA office.

SELPA Contact: Parents who wish to escalate a concern beyond the school level, or who have questions about the SELPA's role in their child's education, may contact the El Dorado Charter SELPA office directly:

- El Dorado Charter SELPA
- Address: 6767 Green Valley Road, Placerville, CA 95667
- Phone: (530) 622-7130
- Website: <https://www.edcoe.org/Educators/El-Dorado-County-Geographic-SELPA/index.html>

Note on Fiscal Responsibility: As a SELPA member LEA, The Preuss School receives its share of special education funding through the El Dorado Charter SELPA. The school is responsible for the cost of providing a free appropriate public education (FAPE) to eligible students in accordance with the SELPA Local Plan and applicable state and federal law.

PARENT NOTIFICATION

In accordance with the school's Annual Parent Notification, parents are advised as follows:

Special Education / Child Find System (EDC §56301): Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal and their child's designated academic counselor. Written notification of all parents' rights pursuant to EC §56300 is provided annually. Parents who suspect their child may have a disability are encouraged to contact the school principal or the student's designated academic counselor to initiate an assessment request. The LEA will respond to all assessment requests in compliance with IDEA (20 U.S.C. §1400 et seq.) and California Education Code §56000 et seq.

Procedural Safeguards Notice: The Procedural Safeguards Notice, which describes parents' rights under IDEA, is provided to parents: (1) upon initial referral or parent request for evaluation; (2) upon each IEP team meeting; (3) upon any disciplinary action that constitutes a change of placement; and (4) upon filing of a state complaint or due process hearing request. A copy is available at any time upon request from the school's Learning Services team.

Current Practices (2026–2027 School Year)

The following practices are implemented to fulfill Child Find obligations under IDEA and California law:

1. ENROLLMENT SCREENING FOR PRIOR SERVICES

The Preuss School enrollment packet includes targeted questions regarding areas of need and any prior receipt of special education services or related support. Families are asked to disclose whether their student is currently receiving or has previously received any of the following:

- Special Education Services (IEP)
- 504 Accommodation Plan
- Advanced Learner or enrichment program services
- Other support services

Foster living situation information is also collected to ensure appropriate supports are in place, consistent with requirements under the Every Student Succeeds Act (ESSA) and AB 216 (California Foster Youth Education Act).

2. PARENT AND FAMILY OUTREACH

The Preuss School includes clear, accessible information in the annual school handbook and annual parent notification describing:

- The LEA's available special education and related services
- How parents may request a special education assessment (contact the principal or designated academic counselor per EDC §56301)
- Parent rights under EDC §56300 and the Procedural Safeguards Notice
- The school's SELPA membership and how to contact the El Dorado Charter SELPA office for additional support

3. STUDENT SUPPORT TEAM (SST) PROCESS

Students who do not have an IEP or 504 Plan and are displaying academic or behavioral difficulties are referred to a Student Support Team (SST). The SST is coordinated by the student's UP/advisory teacher and follows this formal process:

- SST process is initiated by the UP Teacher, with support from the student's counselor.
- Appendix C is distributed to all relevant teachers and is used to complete Appendix A and D (data collection and documentation forms).
- The UP Teacher serves as the primary meeting coordinator for initial and follow-up SST meetings. Learning Services staff are included beginning at the 3rd Follow-Up meeting.
- After the 3rd Follow-Up meeting, ongoing case management is assumed by Learning Services or the student's counselor.
- If SST data indicates a possible disability, the team may recommend a formal special education assessment in accordance with EDC §56302.

4. ANNUAL OUTREACH TO FAMILIES WHO HAVE DECLINED SERVICES

In compliance with IDEA §300.300 and EDC §56301, The Preuss School makes annual contact (via email or phone) with parents/guardians who have previously:

- Revoked consent for special education services
- Refused services following evaluation
- Declined an offered evaluation

This communication informs families of their ongoing right to request an evaluation or reinstate services at any time. A standardized written communication template is used, consistent with Procedural Safeguards requirements under 34 CFR §300.300–300.301.

5. PUBLIC ACCESS TO SPECIAL EDUCATION INFORMATION

Special education policies and procedures, including Child Find information, are publicly accessible through The Preuss School's website and current governing documents:

- **School Website:** <https://preuss.ucsd.edu/>
- **Current Charter Document:**
<https://drive.google.com/file/d/1Du3mHvw2L4a3UkTo7k8YMDwOazTltBdJ/view?usp=sharing>

The school's website and annual communications to parents include information about how to access the LEA's special education services and who to contact if a parent suspects their child may have a disability, as required under EDC §56301 and the school's Annual Parent Notification policy.

6. UNIVERSAL SCREENING — FASTBRIDGE ASSESSMENT

All students at The Preuss School participate in the FastBridge Assessment for Mathematics and Reading, administered two to three times per year. This universal screening serves as:

- An early indicator of students who may require additional instructional support
- A data source for SST documentation and decision-making
- Supporting evidence for consideration of special education assessment referrals

Students whose scores are below grade-level benchmarks may be placed in supplemental enrichment courses providing more targeted instruction, consistent with a multi-tiered support systems (MTSS) framework.

7. NOTIFICATION TO DISTRICT OF RESIDENCE UPON DIS-ENROLLMENT

When a student receiving special education services dis-enrolls from The Preuss School, the school will provide written notification to the student's district of residence in a timely manner. This ensures continuity of services and fulfills the LEA's Child Find obligations under IDEA and the El Dorado Charter SELPA Local Plan requirements. Notification will also be sent to the El Dorado Charter SELPA office where required under the Local Plan.

8. ANNUAL STAFF TRAINING ON CHILD FIND OBLIGATIONS

All instructional and support staff will receive annual training on Child Find obligations, including:

- How to identify and refer students suspected of having a disability
- Documentation requirements for SST and pre-referral intervention
- Parent notification procedures and timelines
- The school's role as an LEA within the El Dorado Charter SELPA framework

Training is conducted consistent with IDEA §300.111 and EDC §56301, and records of staff participation are maintained by the Learning Services team.