



Division of Special Education
Early Childhood Special Education

Child Find Process in Head Start Classrooms

2025-2026

Search and Serve Policy: Federal and State policy requires the District to have procedures in place for identifying children who have, or are suspected of having, a disability and needing special education and related services. These procedures are commonly referred to as "search and serve" or "child find." Search and serve activities apply to the families and students attending and enrolling in the school, the families of children below school age, and students in private schools. The District is also required to annually notify all students and their parents about the availability of, and information on, special education and related services.

The Child Find *Worksheet* was created to support the Child Find process for children enrolled in Head Start programs and to eliminate the need to reinvent the "wheel" at each agency. At the beginning of each program year, Transition Service Facilitators and providers are expected to support Head Start teachers in identifying children who may need to be considered for a special education referral.

The *Worksheet* is an **option** to support existing procedures. It is not required. It is not meant to slow down the referral process. Ideally, it will reflect the shared opinions of the Head Start staff and District certificated staff and reduce some of the burden on the Head Start teachers to complete the entire referral.

District staff and DSCs should also be meeting periodically to search all students enrolled in Head Start for children with IEPs we are not aware of. This activity should take place by September, in December and again in March to ensure we are capturing all children requiring services.