

Jefferson County Public School District Child Find

JCPS will assess any student, ages 3 to 21 years, who is suspected of having a disability. If your child is **not** enrolled in a JCPS school or program, call (502) 485-3170 for information on referral procedures. If your child **is** enrolled, contact the school counselor or your child's teacher.

When JCPS Exceptional Child Education (ECE) department receives a written Referral for Multi-Disciplinary Evaluation, the student's parents are invited to a meeting of the Admissions and Release Committee (ARC). The parents may be asked to grant consent for assessment in areas of concern. A team of professionals that includes a school psychologist will evaluate the student. The school psychologist or another member of the evaluation team will analyze the information and prepare a written report. After the assessment is complete, parents are invited to another meeting to discuss the results.

The committee considers all current, valid assessments—including assessments from other agencies—to determine disability eligibility. If a student is identified with a disability that adversely affects his or her educational performance, the committee may develop an Individual Education Program (IEP) to determine specific goals.

For additional information visit:

<https://www.jefferson.kyschools.us/student-support/exceptional-child/assessment>

Date: _____

Dear School Administrator at _____:
Name of School

I am the parent/guardian of _____, whose date of birth is _____. My child is a student in the _____ grade. My child has not been doing well, and I believe that he or she may need special modifications or services. I am therefore requesting a **Referral for Multi-Disciplinary Evaluation**. I understand that under state regulations I am a member of the Admission and Release Committee (ARC). Please inform me of the ARC meetings so that I may attend and participate. This letter confirms my call on _____ to the Placement Office at (502) 485-3170, notifying that office of my child's need to be referred. Should you have any questions you can reach me at my home/cell phone _____. An alternate way to reach me is _____.

Sincerely,

Parent/Guardian