

Operating Procedures: Ages 0 to 5 Years

#015914

Fort Sam Houston ISD (FSHISD)

Legal Framework: AGES 0 TO 5 YEARS:

Broad Category: CHILD FIND

Intake and Referral Procedures:

Referrals made through the FSHISD Special Education Campus Coordinator

- Ages birth to 2 years, 5 months: The referring party is provided the contact information for Easter Seals (Early Childhood Intervention-ECI agency). Note: Services for children ages birth to 3 years with visual and/or auditory impairments are provided via coordination between Easter Seals and FSHISD in accordance with the Memorandum of Understanding between the Texas Health and Human Services Commission and the Texas Education Agency.
- Ages 2 years, 6 months to 2 years, 11 months: Intake information is obtained from the parent and the home campus Special Education Coordinator is notified that the information is available online. The home campus SLP, in consultation with the Special Education Campus Coordinator (if necessary), will schedule the evaluation with the parent.
- Ages 3 to 5 years (not enrolled in public school): The parent is referred to the home campus Special Education Coordinator who will complete intake information and schedule the evaluation.

Parent Request for Evaluation of a Preschool-Age Child Not Enrolled in School:

Parents who contact the school will be referred to the campus Special Education Coordinator who will obtain preliminary information from the parent and complete the intake information. If the reason for referral is speech/language only, the SLP will complete the evaluation. If the reason for referral suggests the possibility of a significant delay or disability other than (or in addition to) speech, the Special Education Campus Coordinator will coordinate evaluation procedures with the SLP and/or other appropriate personnel. Note: Parents of children ages 2 years, 5 months or younger not receiving any services in the community will be referred to the Early Childhood Intervention program (Easter Seals).

Early Childhood Intervention Program:

Any child (without regard to suspected disability) under the age of three years who is receiving services from a Bexar County ECI program (e.g. Easter) and resides within FSHISD boundaries is referred to FSHISD via the “face to face” transition meeting approximately 120 days prior to the child’s third birthday. In the spring of each year, a mutually agreeable schedule for transition meetings for the coming school year is established via collaboration with the FSHISD Elementary School Special Education Campus Coordinator and the Executive Director of Easter Seals, the primary ECI provider for FSHISD. A weekly meeting schedule is provided to FSHISD Campus Coordinator by Easter Seals. At the transition meeting, typically conducted by the Campus Special Education Coordinator, information is disseminated about the FSHISD evaluation process and potential services.

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If the parent is interested in determining the child's eligibility and need for FSHISD special education services, the FSHISD representative will collect necessary referral information from the parent.

Note: Transition meetings can be held in person at the FSHISD Elementary School campus, by phone, or by video conference.

- Children whose ECI services began at least 90 days prior to the child's 3rd birthday, must be evaluated and the ARD conducted on or before the child's third birthday. Evaluations of soon-to-be 3-year-olds are typically referred to the FSHISD Elementary Special Education Campus Coordinator. The evaluation teams are typically comprised of an LSSP, SLP, occupational therapist (if necessary) and other specialists on an as-needed basis. Evaluations are typically conducted using a primarily play-based assessment approach, either face to face or virtually. ECI ARDs are held by the home campus on or before the child's third birthday.
- For children whose ECI services began fewer than 90 days prior to the child's 3rd birthday, the evaluation process may follow normal time lines (i.e. within 45 school days from the date of consent), if necessary; however, evaluation prior to the child's 3rd birthday is encouraged. If ECI services were initiated more than 90 days prior to the child's 3rd birthday, but the parent "opted out," i.e., did not give consent for the ECI to share information with FSHISD, but then changed their mind fewer than 90 days prior to the child's 3rd birthday, the 45-school day time line for evaluation applies.