

**Franklin Towne Charter Elementary School**  
**Child Find Procedure**

Franklin Towne Charter Elementary Child Find Policy: The CEO and his/her designee shall ensure that children with disabilities, regardless of the severity of their disabilities, and who are in need of special education and related services are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. This is completed through the CSAP (Comprehensive Student Assistance Process) team which meets on a weekly basis.

The LEA conducts a CSAP (Comprehensive Student Assistance Process) in order to locate and identify students thought to be eligible for special education. The CEO and his/her designee shall ensure that children with disabilities who attend the Charter School: Offer parents and family information regarding training activities and publicize the availability of such activities to all parents, provide to interested health and mental health professionals, information concerning types of special education programs and services available in and through the Charter School. The CEO and his/her designee will provide or obtain periodic training for the school's general education and special education teachers concerning the identification, and evaluation of, and provision of special education programs and services to students with disabilities.