

The following information is being provided to ensure that all public school unit (PSU) webpages include critical information necessary to communicate with the public about its services for students with disabilities. This resource has been divided into “REQUIRED” and “HIGHLY RECOMMENDED”. The required or recommended content has either been hyperlinked and/or provided. Where appropriate, examples have also been included. Please also pay careful attention to the footnotes as they contain additional details for whether the content applies or is able to be customized to the PSU.

REQUIRED

1. Child Find

Content/Link to be Posted

Child Find [[link to NCDPI EC Division Child Find page](#)]

What is Project Child Find?

An effort coordinated by your local school system and the Exceptional Children Division, State Department of Public Instruction, to:

- Locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services.
- Inform parents and/or guardians of the services available from their local school system and other state and community agencies.

Who Are the Children?

Children and youth who have been diagnosed or are suspected to have intellectual, physical, or emotional disabilities and are unable to benefit from a regular school program without special assistance.

What Help is Available?

- A complete evaluation and, if appropriate,
- An Individualized Education Program for children with a disability beginning at age three,
- An Individual Family Service Plan for each child with a disability birth through 2, or
- A referral to other agencies when needed.

For further information regarding Child Find or if you suspect your student may have a disability and need special education and/or related services, please contact:
[EC Program Director/Administrator – email address – phone number]

2. Parent Rights & Responsibilities in Special Education: NC Notice of Procedural Safeguards

Content/Link to be Posted

Parent Rights & Responsibilities in Special Education: NC Notice of Procedural Safeguards [[link to EC Division webpage where this information is located](#)] - English/Spanish]

This handbook is designed to support families with the understanding of the rights and responsibilities specific to the special education process. Acronyms and terms often used in special education and resources can be found in the appendices.

If, at any time, you suspect your student may have a disability and is in need of special education and/or related services, you may request an evaluation, in writing, to your student's school principal, teacher, or [local EC Department].

3. EC Division Website

Content/Link to be Posted

North Carolina Department of Public Instruction Exceptional Children Division [[link](#)]

The mission of the Exceptional Children Division is to ensure that students with disabilities develop intellectually, physically, emotionally, and vocationally through the provision of an appropriate individualized program in the least restrictive environment.

4. Multi-Tiered System of Support for Families¹

Content/Link to be Posted

Multi-Tiered System of Support (MTSS) for Families [\[link\]](#)

What is NC MTSS?

Family engagement within an MTSS is defined as the active and meaningful partnerships that educators build and maintain with students' families for the purpose of supporting student learning. It embodies the idea that all parties are equally invested in the student's educational experience and all parties bring knowledge and skills of equal value to the table to work together.

This linked infographic is intended to support NC families in understanding what NC educators are referring to when they are talking about an MTSS.

What is "support"?

NC schools that are implementing an MTSS may talk about support for students. To further define that support, NC organizes these supports around the instruction, the curriculum, and the environment. *This linked infographic is intended to promote understanding and conversations around how school teams are providing these supports to all, some, and a few students based on needs.*

HIGHLY RECOMMENDED

5. New to PSU

Suggested Content (examples)²

Welcome

If you are new to [PSU] and have questions about special education, please visit our [parent resources webpage] or contact [parent liaison, program specialist, etc.] via email at [email address].

In order to make your student's transition into [PSU] go smoothly, it is very important to provide your student's new school copies of the following information during registration:

- Most recent psychoeducational report, eligibility, evaluation and/or reevaluation report;
- Current individualized education program (IEP); and
- Contact information for your student's previous school and school district.

¹ Please note: If a PSU has implemented a multi-tiered system of support according to the NC framework, the content above is required.

² Should be customized, as appropriate, to describe the PSU, its resources, and other procedures necessary to transition students from out of state and/or in state.

These items will support a successful transition between your student's old and new school and will ensure that appropriate services and supports are made available.

What to Expect

For out of state students:

Once you have shared your student's special education records, school staff will invite you to a meeting to discuss comparable services, or services similar to or the same as, provided on your student's most recent IEP. During the meeting, school staff will also describe the initial eligibility process that occurs when students move from out of state and the timeline in which an initial North Carolina (NC) IEP will be developed.

For in state students but new to [PSU]:

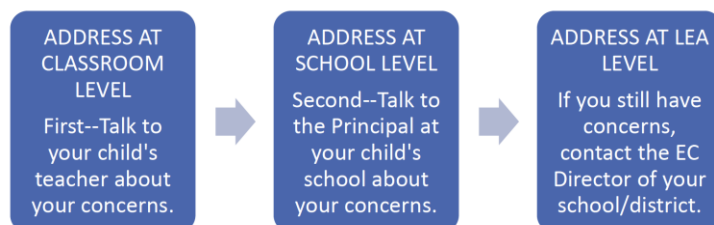
School staff will begin implementing your student's current NC on their first day of school. An invitation to review and revise your student's IEP may be scheduled. The purpose of the meeting will be to discuss your student's transition to a new school and to determine if any adjustments to the services and supports currently being provided are needed.

6. **Dispute Resolution**

Suggested Content (examples)³

Dispute Resolution

From time to time, disagreements between families and schools may occur regarding the development and implementation a student's individualized education program (IEP). It is highly recommended that the following steps be considered in order to resolve differences quickly.



³ Should be customized, as appropriate, to describe the PSU, its resources, and other procedures necessary to address disputes.

7. Local Exceptional Children Department Contacts

Suggested Contact List (email/phone number)

Transition from Part C to Part B (Infant-Toddler Program to School-Age Program)

Preschool/Elementary/Middle/High – Program Specialists

New to [PSU]

Parentally Placed Private School Students

Related Services (OT/PT/Speech/School Psychologists, etc.)

Parent Liaison

Dispute Resolution

EC Director/Coordinator