



## NOTICE OF CHILD FIND ACTIVITY

*Child Find is a legal requirement under the Individuals with Disabilities Education Act (IDEA) that mandates public schools to identify, locate, and evaluate all children with disabilities who may need special education and related services.*

*This notice informs parents and the community about the Child Find process.*

### Purpose of Child Find

- The purpose of Child Find is to ensure that all children with disabilities are identified and receive the services they need to succeed in school and in life. This includes children who may have learning disabilities, developmental delays, emotional disturbances, or other health impairments.

### Who is Covered? Child Find applies to:

- Children ages 0-3 (Early Intervention)
- Children ages 3-21 who are eligible for special education services

**How to Participate:** If you suspect that your child may have a disability or is struggling in school, you can request an evaluation through your local school district. Here's how you can participate:

- **Contact Us:** Reach out to your child's school to express your concerns by emailing the Director of Special Education & Pupil Services: **Sarah Kowalczyk - [skowalczyk@bgcsedu.org](mailto:skowalczyk@bgcsedu.org)**
- **Request an Evaluation:** You can request a comprehensive evaluation to determine if your child qualifies for special education services.
- **Provide Information:** Be prepared to provide any relevant information regarding your child's development, behavior, and educational history.

*A parent or a physician, nurse, teacher at a state or county residential facility, psychologist, social worker, or administrator of a social agency who has reasonable cause to believe that a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and must include the reason why the person believes the child is a child with a disability. When the district receives the referral, after obtaining the parent's consent, it will appoint an IEP team to evaluate the child for eligibility for special education.*

### Confidentiality

- All information collected during the Child Find process is confidential and will only be shared with individuals who are directly involved in the evaluation and education of your child. Confidentiality processes are [below](#).

**Additional Resources and Contact Information:** For more information or to request an evaluation, please contact:

- Director of Special Education & Pupil Services: **Sarah Kowalczyk - [skowalczyk@bgcsedu.org](mailto:skowalczyk@bgcsedu.org)**

*We are committed to ensuring that all children receive the support they need. If you have questions or concerns about the Child Find process, do not hesitate to reach out to us.*

### United Community Center

1028 S. 9th Street, Milwaukee WI 53204 . 414-384-3100 . [www.unitedcc.org](http://www.unitedcc.org) . [uccschools@bgcsedu.org](mailto:uccschools@bgcsedu.org)

### Bruce-Guadalupe Community School

1028 S. 9th Street  
414-643-6441 . [www.bgcsedu.org](http://www.bgcsedu.org)

### Bruce-Guadalupe Middle School

920 S. 9th Street  
414-389-4757 . [www.bgcsedu.org](http://www.bgcsedu.org)

### UCC Acosta Middle School

1038 S. 6th Street  
414-647-2518 . [www.uccacostams.org](http://www.uccacostams.org)



## UNITED COMMUNITY CENTER, INC.

### CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

The United Community Center, and its associated schools, are required to locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year, dissemination of the Child Find Notice and provision of Child Find Information on the school website. UCC Schools also works with parents and teachers to identify any potential student with special education needs in the school. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

#### The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.

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- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

**The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:**

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask [Name of] School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify

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the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

For all questions regarding our Child Find processes, evaluation, and referral processes, please contact:  
Director of Special Education & Pupil Services: **Sarah Kowalczyk - [skowalczyk@bgcsedu.org](mailto:skowalczyk@bgcsedu.org)**

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