

Division of Instructional Support

MEMORANDUM

TO: All Principals

FROM: Donice Davenport, Director of Exceptional Education
Katie Smith, Assistant Director of Exceptional Education

SUBJECT: ANNUAL CHILD FIND NOTICE PUBLISHED ON SCHOOL WEBSITES

DATE: August 13, 2018 DUE DATE: **August 30, 2018**

At least annually, Henrico County Public Schools must take steps to locate and identify qualified students with disabilities and to advise the public of the school division's responsibilities under Section 504 and the Individuals with Disabilities Education Act (IDEA). The law requires a school division will make every reasonable effort to identify and locate every qualified disabled student residing within the school division's jurisdiction who is not receiving a public education and shall inform the individual with a disability and their parents or guardians of the school division's responsibilities under Section 504 and IDEA.

All schools should post the following child find annual notices on their school website to assist the division with the requirement to notify the public of the steps to report and identify every qualified disabled student residing within the school division's jurisdiction.

[Child Find Notice \(English\)](#)

[Child Find Notice \(Spanish\)](#)

Please update all school websites by August 30, 2018.

Please direct questions to Katie Smith at 652-3842, or kasmith3@henrico.k12.va.us.

Thank you

ec: Amy E. Cashwell, Ed.D., Superintendent
(see page 2)

Division Leadership Team
Division of Instruction
Division of Instructional Support
Exceptional Education Administrators
School Counseling Directors

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