

**Lexington School Notice to Parents Regarding
Child Identification, Location, Screening and Evaluation**

This notice is to inform parents of the child identification, location, screening and evaluation activities to be conducted throughout the year by the Lexington School District in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Preschool children, ages three through five and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through two years of age or for special education and related services beginning at three years of age. The Oklahoma Area Wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

(1) Readiness Screening

Personally identifiable maturational assessment test information is collected on all kindergarten students participating in maturational assessment test screening to assess readiness prior to entry into first grade. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be screened for readiness or evaluated without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.

(2) Educational Screening

Educational screening includes accepted procedures for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the Individuals with Disabilities Education Act. Each school district in the state provides educational screening. No child shall be educationally screened without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.

- Educational screening is implemented for all first grade students by giving maturational assessment tests each school year.
- Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within six months from the date of such entry.

Evaluation

Evaluation means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the Lexington School District prior to any child receiving an initial evaluation for special education and related services purposes.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by schools in the identification, location, screening and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act and the **Policies and Procedures for Special Education in Oklahoma**. School districts develop and implement a local policy regarding the collection, storage, disclose and destruction of confidential student records. Parents may obtain a copy of the local policy from the Lexington School District's Superintendent.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA:

- To inspect the students' education records;
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students' privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;
- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR § 99.1-99.67); and
- To obtain a copy of the FERPA policy adopted by the Lexington School District upon request being made to the Lexington School Superintendent.

Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA. For further information, please contact the following:

**Danna Lauderdale, Special Education Director, Lexington Public Schools,
527-7236, Ext. 293, 420 NE 4th St., Lexington, OK 73051**