



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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DATE: January 27, 2020

TO: Directors, Exceptional Children Programs
Preschool Coordinators, Exceptional Children Programs
PowerSchool and ECATS Data Managers

FROM: Sherry H. Thomas, Exceptional Children Division *SHT*
Amy Rhyne, Office of Early Learning (Pre-K – Grade 3) *AR*

RE: Child Find Requirements and PowerSchool Enrollment

The purpose of this memo is to clarify the process of enrolling/processing children into PowerSchool when a child is referred to the Exceptional Children Preschool Program or deemed “potentially eligible” for special education services and notified by the Infant-Toddler IDEA Part C Program. Please follow the process below in order to help ensure compliance with federal and state requirements concerning Child Find and related matters concerning exceptional children.

[Child Find](#) is a continuous process of public awareness activities, child screening and evaluation processes designed to *locate, identify, and refer as early as possible* all children with disabilities and their families who are in need of special education (Part B/619) services under the Individuals with Disabilities Education Act ([IDEA](#)). Additional resources on the Child Find process may be found [here](#). To begin the Child Find process in North Carolina a child must first be enrolled into PowerSchool so that his/her information may transfer into the ECATS special education database.

Processing a preschool child’s information into PowerSchool for the purposes of Child Find is not equivalent to enrolling a child into a school. Enrolling a child in school follows the procedures outlined in the [Student Attendance and School Accountable manual](#). In contrast, Child Find uses the PowerSchool and ECATS platforms to help parents and children obtain services independent of enrollment status. A birth certificate, proof of residence, nor any other information that is not required for eligibility determination for special education services may not be required for enrollment into PowerSchool during the Child Find process. School professionals may request these materials; however, they are not required for Child Find purposes. Any request from school professionals for such materials cannot delay the process of placing a child in PowerSchool for Child Find purposes; strict compliance requirements around the timeline for the completion of the Child Find [process](#) must be met. Such additional requests for information not required for the Child Find process, even if well-intentioned, may trigger delays in the process that inadvertently violates federal and/or state policies (NC 1503.-2.2(c)) or be perceived as creating additional requirements for accessing child screening and evaluation processes.

Initial enrollment of children in the Child Find process who are not in a public-school preschool program should be enrolled in the program school 292 and coded as a N1 student. After the Child Find process is complete, enrollment may change based on the result of the process. For example, if the IEP team places a child in a public-school preschool classroom, then the family must provide the birth certificate and proof of residence before the school code is entered and the E1 coded is applied. If a child is found not eligible, or if the Child Find process is stopped for other reasons, then the child would be withdrawn from PowerSchool.

All children transitioning from the Infant-Toddler Program should also be enrolled in PowerSchool when the LEA receives the notification. This is for data collection purposes in ECATS for Indicator 12. If there is an allowable exception as to why the case was not completed, the transition delay reason must be noted in the ECATS system

OFFICE OF EARLY LEARNING

Amy Rhyne, Ed. S, *Director* | amy.rhyne@dpi.nc.gov

6307 Mail Service Center, Raleigh, North Carolina 27699-6307 | (919) 807-3914 | www.ncpublicschools.org

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

under the Part C to B Transition Tab under Data Collection. After this is complete, the child would be withdrawn from PowerSchool.

Questions may be directed to Dr. Dawn Meskil at dawn.meskil@dpi.nc.gov.

CC: Eric Snyder
Kathryn Johnston
David Stegall
Beverly Emory
Vivian James
Carol Ann Hudgens
LaShon Creech
Justin Conner
Dawn Meskil
Ashley Herring
Jenni Wilkinson