

Appendix B: Child Find Template

AEA/LEA Child Find Process & Communications Plan (for Accredited Nonpublic Schools and Families)

[Certified Enrollment Nonpublic Schools](#)

[Make a copy of a Google Form version of the Child Find Template](#)

1. Purpose

Document the local Child Find process, roles/responsibilities and communication plan in compliance with Iowa Administrative Code 281—41.131(1) and 281—41.134.

Contact Information

AEA Contact

Name: _____ Phone: _____

Title/Role: _____ Email: _____

LEA Contact

Name: _____ Phone: _____

Title/Role: _____ Email: _____

Accredited Nonpublic School Contact:

Name: _____ Phone: _____

Title/Role: _____ Email: _____

Directory Link for Reference (AEA / LEA / Accredited Nonpublic Schools)

2. Overview of Local Child Find Process (Description of how children enrolled in accredited nonpublic schools are located, identified, evaluated and reevaluated)

3. Roles and Responsibilities (in accordance with 281—41.131(1) and 281—41.134(1)(a))

AEA Responsibilities

LEA Responsibilities

Accredited Nonpublic School Responsibilities:

4. Notification / Communication to Families, Teachers & Accredited Nonpublic Officials (How stakeholders are informed of Child Find and referral/evaluation process — per 281—41.134(1)(b))

Suggested Communication Methods (check all that apply, add others as needed):

- | | |
|--|--|
| ☐ Email or mailed letters to accredited nonpublic schools | ☐ Public notice in local newspaper |
| ☐ Email or mailed letters to known families | ☐ Announcements at consultation meetings |
| ☐ Inclusion in school or district newsletters | ☐ Professional development sessions for accredited nonpublic teachers |
| ☐ Flyers or posters in school buildings | ☐ Community information sessions / roundtables |
| ☐ District/AEA website posting | ☐ Translated/interpreted materials |
| ☐ District/AEA social media posts | ☐ Other: _____ |

Any Further Description of Local Communication Plan:

5. Child Find Process Year-Round Operation Plan (Referrals, evaluations, follow-up, coordination, updates — per 281—41.134(3))

6. Additional Notes / Attachments (e.g. flowcharts, contact lists, sample letters, timelines, etc.)