

Division of Learning

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: September 20, 2019 DUE DATE: **September 27, 2019**

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 September 27, 2019. If you cannot access the links above, please ensure you are logged in to Google using your HCPS email.

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

ec: Amy E. Cashwell, Ed.D., Superintendent
Division Leadership Team
Office of the Deputy Superintendent
Division of Learning
Exceptional Education Administrators
School Counseling Directors

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