

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 Norman Public Schools 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 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening evaluation through the local school. Norman Public Schools and the Moore Regional Education Service Center 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 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Areawide 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 may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments.

(1) Readiness Screening

Personally identifiable information is collected on all kindergarten students participating in Kindergarten Roundup to assess readiness prior to entry into first grade. Kindergarten Roundup is held each spring in the Norman Public Schools at each school site. 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 (IDEA). 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 a written objection with the local school district.

(3) Language Screening

At the time a student enrolls in Norman Public Schools, parents are asked to complete a Home Language Survey. The survey is used to identify students who speak a language other than English in their homes. Based on survey information, eligible students will be tested in the areas of oral language, listening, reading, writing, and comprehension. Test scores on the language test will be used to design tutoring programs that assist students

with English language acquisition. Parents are provided with a language acquisition progress report on an annual basis.

Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 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 Norman Public 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 Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the Norman Public Schools Special Services Department, 131 South Flood, Norman, Oklahoma, 73069.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials another school district in which a student seeks or intends to enroll.

(3) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

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, contact the following person at the Norman Public Schools: Sonya Smith, Special Services Department, 131 S. Flood, Norman, Oklahoma 73069, telephone 366-5843.