

SOUTH CAROLINA PUBLIC CHARTER SCHOOL DISTRICT
Spartanburg Preparatory School
ANNUAL NOTICE OF CHILD FIND
(SPECIAL EDUCATION REFERRAL AND EVALUATION
PROCEDURES)

Upon request, the South Carolina Public Charter School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Evaluation Planning team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in schools within the district. A school staff member who reasonably believes a child may be a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child is enrolled. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school or district in which the child is enrolled. Referral must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Ms. Tiffane Robinson, Special Education Director, Spartanburg Preparatory School, at 864-621-3882, or by writing her at 385 South Spring Street, Spartanburg, SC, 29306, or by emailing her at tiffane.robinson@spartanburgprep.org.