



## **Cape Romain Environmental Education Charter School**

### **Annual Notice of Child Find**

Upon request, Cape Romain Environmental Education Charter School (CREECS) is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the school receives a referral, the school 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 school district. This Child Find obligation is also fulfilled by each school's posting of this information in a public location (website, school newsletter, school email letter) at least annually.

A school or district 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 or a child advancing from grade to grade, 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 or a child advancing from grade to grade, to the school or district in which the child is enrolled.

Referrals 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 Brooke Forbes, Special Education Coordinator or Margaret Crouch, Principal at (843) 887-3323 or making a written request to 1011 Old Cemetery Road, McClellanville, SC 29458.

For parents with children who are not currently enrolled in a school within the South Carolina Public Charter School District who reasonably believe a child is a child with a disability may also refer the child, including a homeless child or a child advancing from grade to grade, to the child's district of residence. The contact information for the districts may be found at: <http://ed.sc.gov/schools/>.

#### **Public Dissemination:**

- School's Website: [www.creecs.org](http://www.creecs.org)
- Posted in the school lobby.