

**CENSUS AND REGISTER  
OF STUDENTS WITH DISABILITIES**

The Schodack Central School District Board of Education recognizes its “child find” responsibilities to locate and maintain data on children with disabilities who reside in the District, including preschool and school age children with disabilities. The Board authorizes the Superintendent of Schools to establish administrative practices and procedures to carry out these responsibilities. Specifically:

1. An annual census shall be conducted pursuant to N.Y. Education Law §§3241 and 3242 to locate and identify all children with disabilities who reside in the District. Census data shall be reported annually to the chairperson of the Committee on Special Education (“CSE”) and the chairperson of the Committee on Preschool Special Education (“CPSE”) not later than October 1.
2. A register shall be established of such children with disabilities who are entitled to attend: a) the public schools of the District (ages 5-21); or b) a preschool special education program (ages 3-5). Data on such children shall be maintained in accordance with the requirements of 8 N.Y.C.R.R. §200.2(a).
3. Such data shall be organized so that the status of each child served can be readily determined with respect to location, identification, evaluation, placement, and the individualized education plan review process. For children who are not being served, the reason(s) therefore must be readily identifiable. Summary reports of such data shall be provided to SED, as required by law.
4. The Superintendent of Schools shall consult with appropriate representatives of nonpublic schools in the District (including religious schools) to ensure that resident children with disabilities who attend such nonpublic schools are located, identified and evaluated in a manner comparable to that for public school students.

Approved: 4/17/03

(3<sup>rd</sup> 4/17/03; 2<sup>nd</sup> 2/27/03; 1<sup>st</sup> 1/16/03)

[BOE\POLICIES\CENSUS REGISTER STUDENTS DISABILITIES 4-17-03]

**CENSUS AND REGISTER OF  
STUDENTS WITH DISABILITIES**

**Administrative Regulations**

1. To enable the District to fulfill its “child find” responsibilities to locate and maintain data on children with disabilities, the District shall conduct an annual census of residents in the District.
2. Not later than August 1 of each school year, a census form with a postage paid, pre-addressed return envelope shall be mailed to each known residential address in the District.
3. Each recipient of the census form shall be asked to provide the name(s) and address of the adult resident(s), and to identify whether any children between the ages of 3-18, or any disabled children between the ages of 19-21 who do not have a high school diploma or GED, reside at that address.
4. If the answer to the foregoing question is yes, the adult resident(s) shall be asked to identify, for each such child:
  - a) his or her age and date of birth;
  - b) whether and where the child is enrolled in school; and
  - c) whether the child has a physical or mental disability; and
  - d) a telephone number where the persons in parental relation to such child
5. Residents shall be directed to return their census forms to the District by September 1 of each school year.
6. Completed census forms on which any child with a disability is identified shall be provided to the chairperson of the Committee on Special Education, who shall prepare and maintain a register of data on such children in accordance with 8 N.Y.C.R.R. §200.2(a) and Board Policy No. 78B.

78B – 4/17/03

[BOE\POLICIES\CENSUS ADM REGS]