

The Charter Institute at Erskine  
Coastal Leadership Academy

**ANNUAL NOTICE OF CHILD FIND**

(SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES)

Upon request, The Charter Institute at Erskine is required to evaluate the 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 school 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.

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 Debra Mexas, Department for Exceptional Learners Coordinator, Coastal Leadership Academy Charter School, at [dmexas@coastalleadership.org](mailto:dmexas@coastalleadership.org), or by writing at 3710 Palmetto Pointe Blvd. Myrtle Beach, South Carolina 29588.

Our Child Find Notice can be found <http://www.coastalleadershipacademy.org/policies.html> second tab from the bottom and posted in the school.