



## ANNUAL NOTICE OF CHILD FIND

(SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES)

Upon request, Virtus Academy of South Carolina 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 school will appoint an Evaluation Planning team to determine if the child has a disability and if the child needs special education services. The school locates, identifies, and evaluates all children with disabilities who are enrolled by their parents/guardians in this school.

A school staff member who reasonably believes a child who is enrolled at Virtus Academy of South Carolina may be a child with a disability has a legal duty to refer the child, including a homeless child, to Virtus Academy of South Carolina, Special Services Coordinator. 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 Sharath Rudrapati, Special Services Coordinator, at Virtus Academy of South Carolina via email at [srudrapati@virtusacademysc.org](mailto:srudrapati@virtusacademysc.org), or by writing to him at Virtus Academy of South Carolina, 2407 Pisgah Road, Florence, SC 29501.