



Dear Parent/Guardian:

Welcome to Montgomery County Public Schools. Thank you for calling the Child Find office so we can help you get child comparable services based on the Individual Evaluation Plan (IEP) documents you had at your previous location.

In order to process your application for special education services we must have the following completed documents:

1. Preschool Child Find Questionnaire
2. Birth Certificate
3. Parent/Guardian government issued photo identification
4. Proof of Residency in Montgomery County
 - For a nonresident child attending a Maryland State Department of Education approved preschool in Montgomery County, call the Child Find office at the number below for more information
5. Montgomery County New Student Information Form
6. Authorization for release of confidential information.
 - Please fill in the school location where your child received services with the complete address, phone and fax numbers.
7. Maryland Department of Health and Mental Hygiene Immunization Certificate and Health Inventory Forms need to be completed and signed by both the doctor and parents/guardian. These two forms are required in order for your child to enter Maryland Public Schools for the first time.
8. Preschool Teacher Questionnaire, if applicable

When all of the above records pertaining to your child have been received and reviewed, they will be forward to the appropriate office so that an Individualized Education Plan (IEP) meeting can be scheduled, if necessary. If you have questions concerning the IEP process, please contact Child Find at 240-740-2170.

Sincerely,

Faith K. Fischel, Supervisor
Child Find/Early Childhood Disabilities

Enclosure

Child Find/Early Childhood Disabilities