Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and
addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

Consent
School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, http://www.pattan.net/, or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development
Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information
The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.
For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

**Intermediate Unit 16**

Special Education
Terri Locke
90 Lawton Lane
Milton, PA 17847
570-523-1155, extension 2212

Early Intervention
Kaitlyn Hall
90 Lawton Lane
Milton, PA 17847
570-523-1155, extension 2226

**School District/Vocational School Offices**

Benton Area School District
600 Green Acres Road
Benton, PA 17814
Mary Rose Latorre
570-925-6651, extension 3003

Berwick Area School District
500 Line Street
Berwick, PA 18603
Pamela Hegland
570-579-6400, extension 3503

Bloomsburg Area School District
728 East Fifth Street
Bloomsburg, PA 17815
Dr. Ricki Boyle
570-784-7885, extension 1148

Central Columbia School District
4777 Old Berwick Road
Bloomsburg, PA 17815
Jennifer Snyder
570-784-2850, extension 4043

Danville Area School District
931 Ironmen Lane
Danville, PA 17821
Alyssa Wenrich
Amy Willoughby
570-271-3268, extension 3719

Lewisburg Area School District
1951 Washington Ave., PO Box 351
Lewisburg, PA 17837
Stephanie Beaver
570-522-3277

Line Mountain School District
185 Line Mountain Road
Herndon, PA 17830
Amy Dunn
570-758-2640, extension 6021

Midd-West School District
568 East Main Street
Middleburg, PA 17842
Erin Sheedy
570-837-0046, extension 1301

Mifflinburg Area School District
178 Maple Street, Box 285
Mifflinburg, PA 17844
Jane Spickler
570-966-8281

Millville Area School District
330 East Main Street, PO Box 260
Millville, PA 17846
Dee Davis
570-458-5538, extension 1007

Milton Area School District
700 Mahoning Street
Milton, PA 17847
Misty Harris
570-742-0539

Mt. Carmel Area School District
600 West Fifth Street
Mount Carmel, PA 17851
Nicole Edmondson
570-339-1500, extension 3149

Selinsgrove Area School District
329 Seals Avenue
Selinsgrove, PA 17870
Susan Lipsey
570-372-2205

Shamokin Area School District
2000 West State Street
Coal Township, PA  17866
Sherry Glosek
570-648-5731, extension 3601

Shikellamy School District
200 Island Boulevard
Sunbury, PA  17801
Stephanie Michaels
570-286-3721, extension 2363

Southern Columbia Area School District
800 Southern Drive
Catawissa, PA  17820
Special Education Office
570-356-3510

Warrior Run School District
4800 Susquehanna Trail
Turbotville, PA  17772
Amanda Velte
570-649-5138, extension 5010

North Central Secure Treatment
36 Kirkbride Drive
Danville, PA 17821
Jeffrey Myers
570-271-4752

Columbia-Montour Area Vocational-Technical School
5050 Sweppenheiser Drive
Bloomsburg, PA  17815
Suzanne Rentschler
570-784-8040, extension 3334

Northumberland County Career and Technology Center
1700-2000 West Montgomery Street
Coal Township, PA  17866
Dr. James E. Catino
570-644-0304

SUN Area Technical Institute
815 East Market Street and 21st Century Drive
New Berlin, PA  17855
Non-Public Schools Located in IU 16

Central Susquehanna Intermediate Unit
Jennifer Allen
90 Lawton Lane
Milton, PA 17847
570-523-1155, extension 2302

Prisons

Columbia County Prison
721 Iron Street
Bloomsburg, PA 17815
George Nye
570-784-4815
Tom Reisinger
570-988-4232
Snyder County Prison
600 Old Colony Road
Selinsgrove, PA 17870
Scott Robinson
570-374-7912

Montour County Prison
117 Church Street
Danville, PA 17821
Samuel Kranzer
570-271-3039
Union County Jail
Union County Courthouse
Lewisburg, PA 17837
Douglas Shaffer
570-524-8711

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

August 2023