**24:05:22:02.  Minimum procedures.** At a minimum, a local school district's procedures for implementing its child identification system must include the following:

 (1)  The name and title of the individual responsible for the coordination, implementation, and documentation of the system;

 (2)  A written description of the district's annual public awareness campaign for informing the parents of children residing within the legal boundaries of the district and other interested parties located within the jurisdiction of the district, including all public and private agencies and institutions, private schools, including religious schools, and children receiving alternative instruction under SDCL 13-27-3;

 (3)  The establishment of procedures for collecting, maintaining, and reporting current and accurate data on all child identification activities which must be ongoing and include children not currently enrolled in the public school education program. These procedures must be as follows:

 (a)  In written form;

 (b)  Contained in each district's special education comprehensive plan; and

 (c)  Describe each child identification activity for which the district is responsible; and

 (4)  A practical method of determining which children are currently receiving needed special education or special education and related services.

 Documentation supporting the implementation of a local school district's child identification system shall be maintained by the district for review by Office of Special Education staff during on-site monitoring visits and must include annual child count data submitted to the department for approval.

 **Source:** 16 SDR 41, effective September 7, 1989; 23 SDR 31, effective September 8, 1996; 26 SDR 150, effective May 22, 2000; 36 SDR 96, effective December 8, 2009.

 **General Authority:** SDCL 13-37-1.1.

 **Law Implemented:** SDCL 13-37-1.1.