

# Missouri Office of Special Education Compliance Standards & Indicators

## 100-Administrator Checklist

Legal Requirement	Indicator	Documentation
<b>PUBLIC AWARENESS ACTIVITIES: Section 162.685 (1), RSMo; SP(III)</b>		
100.10 Newspaper notice or publication on school district's website: (NA for Charter Schools)	100.10.a. One (1) published newspaper notice, billing or paid receipt, which indicates the date of publication.	Public notice; billing; or paid receipt, screenshots of notice and webpage links
	100.10.b. Notice is published on an annual basis prior to November 1.	
	OR	
100.20 Radio or television announcement: (NA for Charter Schools)	100.10.c. The notice is posted on the school district's website.	Public notice; billing; or paid receipt
	100.20.a. Dated notice or billing which indicates the date of airing is present.	
	100.20.b. Notice is aired on an annual basis prior to November 1.	
100.30 Patron Notification:	100.30.a. The agency notifies all parents of children with disabilities under the jurisdiction of the agency through general distribution of written literature once a year prior to November 1.	Flyers, student handbook, newsletters, etc.
100.40 Posters/notices:	<b>Note for SSD and Component Districts of SSD: Component districts of a Special School District are responsible for the distribution of patron notification materials that meet the requirements of these Standards and Indicators.</b>	
	100.40.a. The agency has placed posters/notices in all administrative offices.	Poster; public notice
<b>Content for each public awareness activity is present as follows:</b>		
100.50 Child find responsibilities:	<b>Note for SSD and Component Districts of SSD: Component districts of a Special School District are responsible for the posting of public awareness materials that meet the requirements of these Standards and Indicators.</b>	
	100.50.a. Notice states the agency's responsibility to identify, locate and evaluate children with disabilities, including children with disabilities who are homeless or are wards of the state, and children with disabilities attending private schools who are under the jurisdiction of the agency, regardless of the severity of the disability. This includes:	Public notice
	100.50.a.(1) Children attending private schools, including non-residents if attending private schools within the agency's jurisdiction,	
	100.50.a.(2) Highly mobile children, such as migrant and homeless children, and	
	100.50.a.(3) Children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.	