



# BERLIN PUBLIC SCHOOLS

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Dear Parents/Guardians:

In accordance with federal regulations, state statutes and local board of education policy, Berlin assumes the responsibility for the location, identification and referral of all children requiring special education and/or related services from birth through age 21, including students who are in private schools and/or religiously affiliated schools, and those who are in need of special education even though they are advancing from grade to grade.

The district's child identification process is coordinated by the Pupil Personnel Services Department. We work closely with the administration at Saint Paul School to identify children requiring special education services. If you have concerns with your child's development and would like to make a referral to special education; please contact Mrs. Molloy. She will assist you in completing the referral paperwork. Once the paperwork is completed, a Planning and Placement Meeting (PPT) will be held to discuss your concerns.

If your child has received special education services in the past or currently has an Individualized Education Plan (IEP), please share this information with your child's teachers and Mrs. Molloy. Your child may be eligible to receive services through a service plan.

If you have any other questions regarding the Child Find process or special education services within the Berlin Schools; please contact Linda Holian at (860) 828-6581.

Sincerely,

*Linda Holian*

Linda Holian  
Pupil Personnel Director