



**OHIO**  
VIRTUAL ACADEMY<sup>SM</sup>

1655 Holland Rd.  
Suite F  
Maumee, OH 43537  
Ph. 419.482.0948  
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www.ohva.org

To: Ohio Virtual Academy Parents  
From: Jeff Shaw, Head of School  
Re: Students with Special Needs and Disabilities

It is the desire of Ohio Virtual Academy to identify, locate, and evaluate all enrolled children who may have disabilities and benefit from some type of related services. **Disability**, in this instance, refers to, but is not limited to such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple disabilities, cognitive disability, other health impairments, physical impairments, autism, and traumatic brain injury. As a public school, we will respond heartily to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability [OAC: 3301-51-01]. However, before we can serve children with disabilities, they must be found.

Once a child has been identified, Ohio Virtual Academy will ask for information about the child addressing concerns dealing with the academic and functional performance of the child. This current data may be collected in several ways including interviews, observation, screening, and testing. This collection of facts may be obtained from parents/guardians and the student, or from other agencies having knowledge about the student. The information acquired or supplied will assist in the determination for special education and related services.

All data collected will be held in strict confidence and released only with parent/guardian permission or as allowed by law. For example, our school will send records on request to a school district or other educational agency in which a student intends to enroll. Parents may request a copy of those records. The collection and use of data to meet the legal requirements for Child Find are subject to the confidentiality requirements in rule 3301-51-04 of the Ohio Administrative Code.

In keeping with this confidence, Ohio Virtual Academy keeps records of all persons who review confidential records with the exception of authorized school employees, or other educational agency personnel. The school maintains a list of employees who are authorized to access records. When information that has been collected, maintained, or used is no longer needed to provide educational services to the child, the parents are informed.

Parents/guardians and students have rights in this process. Parents/guardians have the right:

- *To review their child's records;*
- *To refuse permission to release information (except as required by, or permitted by law to be released); and,*
- *To request information they believe to be inaccurate, misleading, or in violation of their child's privacy or other rights be changed. The school has a process to resolve disagreements about information collected.*





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Ohio Virtual Academy has staff devoted to ensure information about students is kept confidential. Our school also operates a Child Management System ('CMS') assuring a practical method of identifying which children are currently receiving Special Education Services. Data regarding children are secured within this system. Ohio Virtual Academy, pursuant to Rule 3301-14-01 of the Ohio Administrative Code, will fulfill its role in administering the Educational Management Information System and submit data to the Ohio Department of Education ('ODE') as required.

We are committed to meeting the educational needs of children with disabilities. If you have or know of a child who may have a disability, please contact Randel D. Grieser, Special Education Manager at Ohio Virtual Academy for more information and assistance.

Respectfully,

A handwritten signature in black ink that reads "Jeffrey L. Shaw". The signature is written in a cursive, flowing style.

Mr. Jeffrey L. Shaw, Head of School  
Ohio Virtual Academy

