

# Clark County School District

## Child Find



All families wishing to access services within the Clark County School District (CCSD) must first complete the following online\* registration procedures:

### Online Registration Process

1. Access the CCSD registration process at [register.ccsd.net](http://register.ccsd.net). Choose NEW FAMILIES TO DISTRICT REGISTRATION. Even if you have a child already attending CCSD, please chose NEW REGISTRATION. This process will take 20-30 minutes. You may register in Spanish or English.
2. If you have difficulty in registering, please refer to the Parent Manual for New Students at [register.ccsd.net](http://register.ccsd.net) (also available in Spanish). Further assistance may be obtained by calling 702-799-3300, and selecting the Infinite Campus option.
3. Once all pages in the process have been completed, please write down the application number. This will be the number Child Find uses to complete the process, so it is very important.

### Continue the process by submitting the following

4. Parent identification (driver's license, state issued ID, and passport are acceptable forms of identification) and the proof of child's identity (original birth certificate, passport, certified birth card) will be required to complete the registration process. Guardianship documents will be required where applicable. Copies of the documents may be delivered to Child Find in the following ways:
  - Email photos or copies to [childfind@nv.ccsd.net](mailto:childfind@nv.ccsd.net). Please note the application number and student's name in the message line.
  - Fax copies to 702-799-1511. Please note the application number and student's name on the documents or cover sheet.
  - Go to any CCSD elementary school during school business hours, the office staff can assist you with online registration. The staff can assist you with faxing documentation to Child Find.
  - Hand deliver copies to Child Find, 3626 Pecos-McLeod Interconnect, Las Vegas, NV 89121. Please note the application number and student's name on the documents or cover sheet.
  - Families receiving Early Intervention Services may provide a copy to the CCSD Transition Specialist at the transition visit. If emailing or faxing, please note that the child is receiving Early Intervention Services.
5. Once the documentation is provided, via one of the methods above, you will be contacted by phone to complete the process. Once the process is completed, you will be given your child's CCSD student number and your child will be assigned to a team to be assessed. You will receive a call from the Child Find assessment team to set up appointment.

**THE CHILD FIND OFFICE IS UNABLE TO MAKE APPOINTMENTS UNTIL THE ONLINE REGISTRATION PROCESS AND DOCUMENT VERIFICATION IS COMPLETED.**

Please call the Child Find office at 702-799-7463 with questions or concerns about this process.

\*Computers are available at all public libraries, the Boys and Girls Club locations, all CCSD school lobbies, and the Child Find office referenced above.