



## GUIDANCE FOR DISABILITY REFERRAL FORMS AND TIMELINES

**PURPOSE:** To provide guidance on referral forms and timelines when making a first referral. Timely referrals for disability services when setting up the program for children entering with IEPs/IFSPs.

**RESPONSIBLE PERSON:** Lead Teacher-(Disability), PSJA EHS Center Manager (Delegate), PSJA EHS Campus Director (Delegate), UTRGV EHS Director (Grantee) and UTRGV EHS Disabilities Program Manager (Grantee).

First time referral for child with a suspected or identified disability.

1. Referral Form – to refer for a staffing.
  - Referral to Disabilities Program Manager which will then assign it to Lead Teacher-(Disability). Referral should be initiated within 1 day from date of suspected concern.
2. Lead Teacher-(Disability) should respond within 2 days.
3. Staffing Notice
  - Written notice of staffing to parent will be sent 1 day in advance unless parent request a staffing the same day.
4. Parent’s rights and Due Process (from EI or LEA).
  - Parent signature must be acquired before sending referral to provider.
5. Staffing and Summary Report
  - a. Be sure not to leave any blanks.
  - b. Have parent, Lead Teacher, team members working with child present.
  - c. Assign each team member a task on the Follow-Up Plan of Action. For example, mom will help child express feelings and thoughts by asking about school. The teacher will individualize teaching based on concern, Lead Teacher-(Disability) will work on referral to EI/LEA, etc.
  - d. Parent will mark if they agree with plan.
6. Parent/Guardian Consent for Evaluation
  - Parent/Guardian signature must be acquired before sending referral to provider.
7. Authorization to Release and Exchange Information
  - Parent/Guardian signature must be acquired before sending referral to provider.
8. 45-day timeline from referral to provider to Eligibility Meeting Date for Early Intervention Program. 90-day timeline from referral provider to Eligibility Meeting Date for Local Education Agency (LEA).



9. Parent/Guardian Consent for Special Services
  - a. Once the IFSP/IEP is received, a parent/guardian signature will be obtained before services are provided at the campus.

If a child enters with an IEP/IFSP, individualization must be implemented within 10 days:

1. Referral Form- to refer for a staffing
2. Staffing Notice
3. Parent's Rights and Due Process – from EI or LEA
4. Staffing and Summary Report
5. Authorization to release and Exchange Information
6. Agency to Agency Referral Form – to refer to a provider or agency
7. Parent / Guardian Consent for Special Services
8. All forms will be in the parent's/guardian's preferred language