Referral for Evaluation
Policy

Referrals for children who need further specialized assessments to determine whether they have a
disability and may require special education and related services are made in an effort of providing
opportunities for early intervention.

Procedure:
1. Children will be identified as needing further evaluation or assessment at the site staffing or
   immediately after the developmental screening. The Educator (Center/Combination Manager; EHS
   Home Base) and the Disabilities Manager may consult prior to the scheduled staffing. The
   recommendation for referral will be based on results of the following information: screening,
   classroom/home observations, and medical and health history information, and parent information.
2. The Disabilities Manager will provide the referral packet for the parent conference and will track the
   recommendation of referral. The screening results and all observation forms will be used as resources
   in completing the referral.
3. The Educator and/or Disabilities Manager will meet with the parent to discuss recommendations and
   share the referral process. For Birth-3 enrollees, Head Start is obligated by Federal law to make the
   referral within 7 calendar days of determining the need for a referral. Parents will be asked to sign a
   release to exchange information. If the parent refuses, Head Start is obligated, as a primary referral
   source, to continue with the referral to Early Intervention. The only information which may be shared
   without parent permission is the child’s name; parent’s name; and phone number. The decision of the
   parent will be indicated on the Brigance Screening form. The Disabilities Manager will obtain this
   screening information from the EHS Staff/FCC Provider on the day of the screening by e-mail, text,
   or phone call (cell). The Disabilities Manager will make the initial contact to the Early Childhood
   Special Education (ECSE) Staff and follow-up with the written referral packet as soon as the release
   is obtained from the parent and received in the Head Start Office. The EHS Staff/FCC Provider
   should complete this referral and send to the Disabilities Manager within one week of identifying the
   need for an evaluation. For preschool Head Start children, the referral for an evaluation must have
   written parental permission.
4. The Disabilities Manager will complete appropriate documents and send referral. The Disabilities
   Manager will monitor progress of all referrals.
5. The multi-disciplinary team provides the results of the evaluation, and its professional opinion that
   the child does or does not need special education and related services. If it is their professional
   opinion that a child has a disability, the team states which of the eligibility criteria applies and
   provides recommendations for program and services along with their findings. Only children whom
   the evaluation team determines, need special education and have an Individual Education Plan (IEP)
   or Individual Family service Plan (IFSP) may be counted as children with disabilities.

See Interagency Agreements
See Developmental and Behavioral Screening (Birth-5) Policy
See Site Staffing for Individual Child’s Strengths and Needs form

This policy complies with Head Start Performance Standard 45 CFR Section 1304.20, 1308.6

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