

**Disabilities Referral Checklist**  
(to be used by Disabilities Specialist)

Center: \_\_\_\_\_ Name of Child: \_\_\_\_\_

- Request from teacher/parent.
- If Teacher/Disability Worksheet should be given to Disability Specialist.
- If LCPS possible screening & feedback in writing from SLP.
- Scheduled meeting with teacher, parent, Disabilities Specialist and Education Specialist to discuss concerns of child and fill out referral, if necessary. If LCPS referral parent must also fill out Home Language Survey and Health & Medical Information.
- Make copies of: Denver II, Hearing & Vision, Birth Certificate, Medicaid, Health History Form, Observation, & Anecdotal Notes.
- Take referral & copies to The Child Find Office.
- Once signed by Child Find Liaison, original referral to Disabilities Specialist file, canary copy to LEA, pink copy to child's file, goldenrod to parent.
- Child's name and date of referral is input into Child Plus.
- LCPS/GISD will notify the Disabilities Specialist of IEP date.
- IEP is held.
- If child DOES NOT qualify for special services, copy of IEP and diagnostic report stating this goes in Child's File, and Disabilities Specialist's File and ChildPlus.
- If child DOES qualify for special services, copy of IEP and diagnostic reports to in Child's File, and Disabilities Specialist's File and ChildPlus.
- Child receives an IEP notebook in English or Spanish at IEP or after IEP.
- IEP outcome input into Child Plus.
- Qualified children will be monitored to assure amount of service stated on IEP matches actual services by writing letters to parent and LEA. The amount of service time is input into Child Plus.