

Doña Ana County Head Start

Procedure for Disabilities Referral

When a Head Start Teacher or other staff notice a delay or concern with the level of a child's development in Social, Fine Motor, Gross Motor, Speech and Language and/or Cognitive areas through classroom activities, parent concern, or upon completion of Head Start screenings/assessments then this concern needs to be brought to the **Disabilities Specialist's** and **Education Specialist's** attention. You can bring this to our attention via phone call **followed up by a Teacher/Disability Worksheet**. In your redi-letter you should include the concerns and any other information that you feel is important. Also, please make a copy of this worksheet and send to any other Specialist you feel should be informed. The following will then occur:

- If deemed necessary (after speaking to the Teacher) the Disabilities Specialist may go in and observe the child.
- If possible the Disabilities Specialist will ask an SLP, OT, PT or other professional to go in and screen the child. LCPS usually will provide screenings. **GISD does not provide screenings.** We **might** be able to screen children using the NMSU Speech/Hearing Department.
- After the Disabilities Specialist observes the child and/or speaks to the Teacher and if a referral to the Local Education Agency is recommended a scheduled meeting will take place.
- The meeting will be held with the Teacher, the parent, Disabilities and Education Specialist (or any other Specialist, if needed) to discuss the possibility of referral to the Local Education Agency. At this meeting we need to inform the parent of our concerns (*teacher should have already addressed this prior to this meeting, but meeting still needs to be held*). The meeting will be led by the Teacher who will introduce all the members to the parent and give the parent the opportunity to share his/her strengths/concerns about their child. The Teacher and Disabilities Specialist will then share his/her strengths/concerns about the child. Any other member of the meeting can share concerns as needed. The Disabilities Specialist will explain the referral process and go over the Parental Rights in Special Education. If the parent agrees to have their child evaluated by the LEA he/she will sign a Referral/Release Form which will then be taken to the LEA's Child Find office along with a copy of the Denver II, anecdotal notes or observations and other documentation that is requested by Child Find.
- The parent will be given a copy of their Parental Rights.
- The Disabilities Specialist will take the Referral Form and other documentation to Child Find. **After** Child Find signs the Referral/Release Form copies will be distributed.
- The Disabilities Specialist will give the Teacher his/her copy and a copy to give to the parent. The **Teacher must file** this copy in the child's file.