

Disabilities Referral Checklist
(to be used by Disability Specialist)

Center: _____ Name of Child: _____

Request from teacher/parent.

Scheduled meeting with teacher, parent, and Disabilities Specialist to discuss concerns of child and fill out referral, if necessary.

Make copies of: ASQ 3, ASQ SE, Hearing & Vision, Health History Form, DACHS Referral & Release form, Teacher Input Form or Observation Form. For GISD include the Child Find Referral Intake Form.

Send referral and copies by email to: GISD: apayan@gisd.k12.nm.us

LCPS: eguerin@lcps.net & marinchavez@lcps.net

Child's name and date of referral is input into Child Plus. The original paperwork goes into the child's file. A copy of the Referral & Release form, Teacher Input form and GISD Child Find Referral Intake form will be upload and attached to the child's file on Child Plus.

LCPS/GISD will notify the Disabilities Specialist of IEP date.

IEP is held.

If child DOES NOT qualify for special services, Prior Written Notice of Proposed Actions stating this goes in Child's File, and uploaded to Child Plus by the Disability Specialist.

If child DOES qualify for special services, copy of IEP goes into the Child's File, and uploaded to Child Plus by the Disability Specialist.

IEP outcome/goals are inputted into Child Plus and reviewed by the teacher and Disability Specialist.

Qualified children will continue to receive support & accommodations related to their IEP goals/outcomes. Children who do not qualify will also continue to receive support.