

Child Disabilities		
TASK: Completing an Educational Referral		
Task	Person Responsible	Date to be completed
<i>A referral is only completed after the teacher and parent/guardian have reviewed the child's screenings and a need has been identified</i>		
1. Go to www.highlandrim.org website	Teachers	as needed
2. Click policies and procedures, scroll down to the Disabilities Section and select the <i>Parent/Teacher Referral Form</i> and print it out.	Teachers	as needed
3. Complete the form to include the Child Name, Date of Birth, Parent/Guardian Name, Mailing Address, Center/Classroom, SS#, and Phone #.	Teachers	as needed
4. Complete the comments section with the parent/guardian ensuring to state specific factual concerns only (i.e. failed screening, speech concerns).	Teachers	as needed
5. Review the form with the parent/guardian	Teachers	before the parent/guardian signs the form
6. Ensure the parent/guardian checks either yes or no on the referral form and have them sign the form	Teachers	as needed
7. Sign the form as the teacher	Teachers	after reviewing the form
8. Submit the referral to the Health Services Manager	Teachers	after ensuring the referral form is completed