

**EXCEPTIONAL CHILDREN REFERRAL  
(DEC 1 / PRIOR NOTICE)**

**General Directions:** When a teacher, parent, or other involved person recognizes that a child is exhibiting developmental problems or that a child's educational needs are not being met, he/she will provide in writing the reason for referral, addressing the specific presenting problems and the child's current strengths and weaknesses or needs. This referral shall be given to the principal of the school, the child's teacher or other school professional, or the superintendent or other appointed official of the local educational agency. For preschool children with disabilities, the referral also may be given to the person designated to be in charge of services for preschool children with disabilities.

**Directions for completing form:** Complete the information at the top of the page.

- I. **Reasons for Referral:** Check the appropriate reason(s) for referring the student.
  
- II. **Description of the Student:**
  - A. Check the student's strengths in the areas of academics, behavior and/or communication which have been demonstrated by the student in the educational environment.
  - B. Referral Concerns: Check the appropriate area of concern(s) for academics, behavior, communication, and/or physical concerns that apply to the student. There should be a correlation between the reason(s) for the referral (in Section I) and the areas of concern checked.
  
- III. **Referral Summary:** Complete the student's name, grade, and school. Record the date on which the school receives the referral. **This date starts the required 90-day timeline for placement.**
  - A. **Review of Existing Data:** Write a narrative of the data reviewed by the referral committee. If a narrative is not provided, separate documentation may be attached to the DEC 1. Record information or data provided by the parents. (Parents must have the opportunity to be involved in the review of the data.) Record a summary of observations and other data provided by the teachers).
  - B. **Determination:** Check the action of the referring committee. If the first or second block is checked, explain why.
  - C. **Referral Committee:** Sign on the appropriate line as a participating member of the referring committee. State the position and date. The date must be recorded as month/day/year.

Provide the parents with a copy and maintain the original in the student's exceptional children file.