

Making Referral On A Child

Referral

Identify needs using
agency approved
observation tools
ASQSE / ASQ,
Portage, DECA

Send all concerns
and observations
on referral form to
admin team

Discuss at weekly
meeting and
assign to
appropriate
content area
director/manager

Get signed permission
from the child's parents
for a formal observation

Manager/Director
reads the child's file
and formally observes
the child in the
classroom setting

Outside referrals
are made as
necessary (ESD,
public health)