

Center Manager Referral/Disability File Checklist--Blue

(Suspected Special Needs)

File Order

Left Inside-File Checklist

- _____ Referral Needs Form
- _____ Special Needs Referral (#1026)
- _____ 2 week Status of Referral for Suspected Disability (# 2052)
- _____ 3 week Status of Referral for Suspected Disability (# 2052)
- _____ Not eligible as Special Needs (if rejected - format may change from LEA to LEA)
- _____ Miscellaneous (Specify)
- _____ _____
- _____ _____
- _____ _____

* NOTE: This is a LIGHT BLUE file (turned inside out) when initial referral is made. This file becomes a BLUE file (turned right side out), once the child is diagnosed. If not diagnosed, this file remains LIGHT BLUE and should have documentation indicating rejection of diagnosis and placement.

** Documentation available from LEA (school system) may differ from district to district in both name of form, format and availability.

Reviewed:	Date	Signature/Position