

REFERRAL REMINDERS

- A referral must be documented in writing using the referral form provided through the shared N drive. The only exception is if the person making the referral cannot write at which time the person taking the referral will document the concerns in writing.
- The clock starts on the referral when a certificated staff member receives the referral . (Careful to check dates so that the date at the top of the referral is not when the person first started thinking about making a referral but didn't let anyone else know).
- OSPI is now requiring us to provide the referral dates on all files. So please make sure the actual referral date is written clearly on the top of the form.
- When a person at Special Services in the DO receives a call from someone making what could be a referral , they will send an e-mail to you titled, “ Possible referral from (the school building name)” The clock will not start until it is determined by you that it is indeed a referral through the Childfind process.