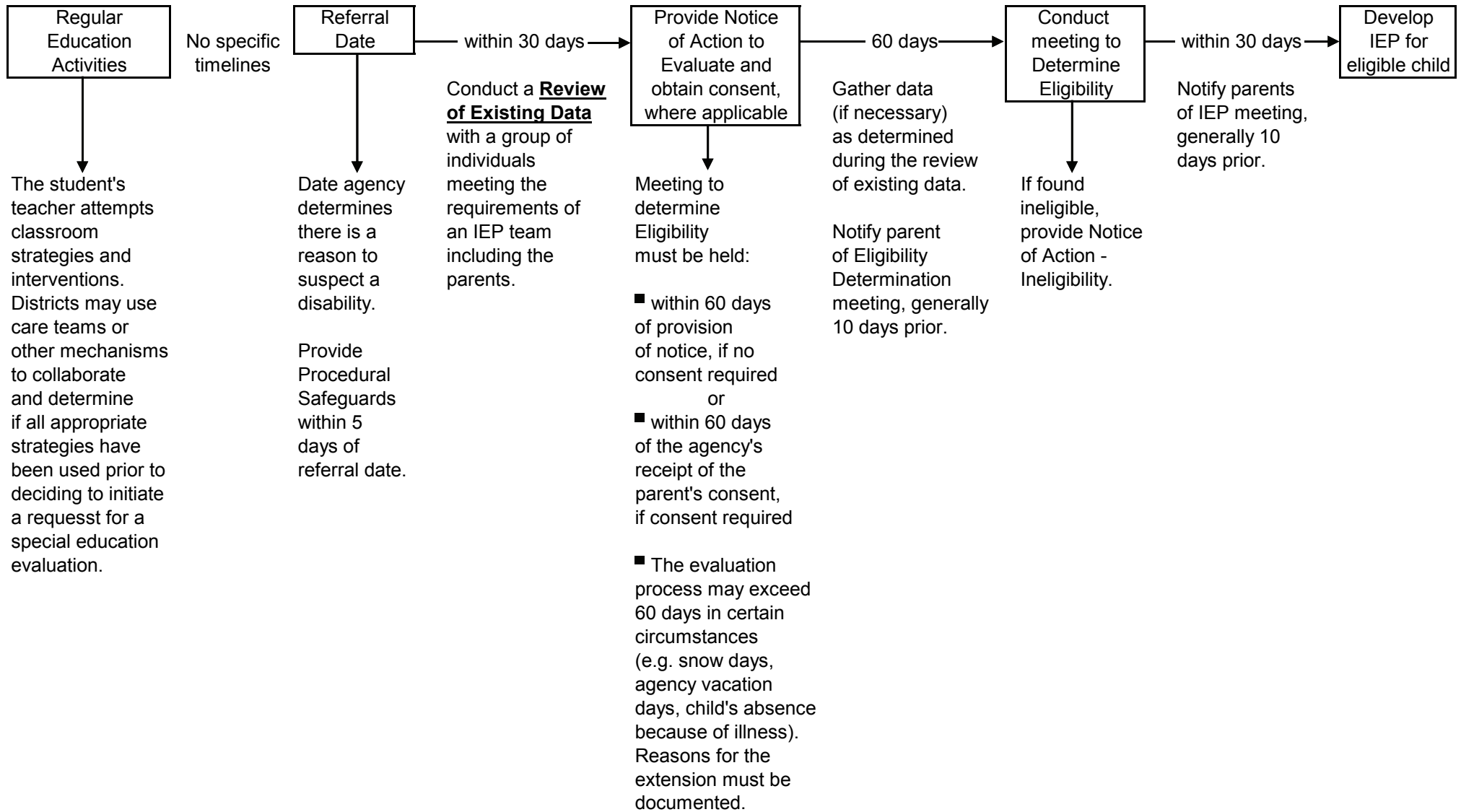
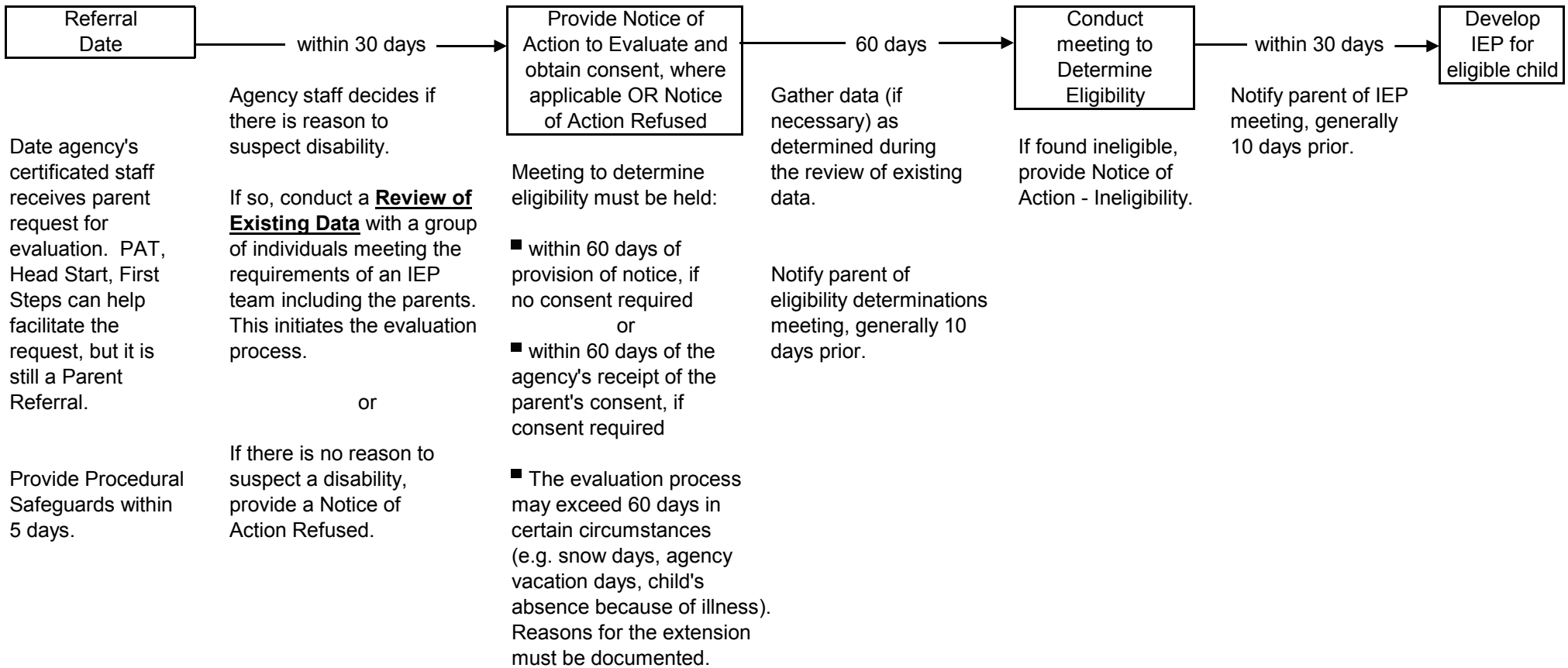


## Initial Evaluation Process Agency Referral



## Initial Evaluation Process Parent Referral



**Referrals for children receiving services in the First Steps System:** While these referrals are considered parent referrals for an evaluation, it is possible that the agency will first learn about the child through the First Steps System. If the invitation to attend the First Steps transition meeting conducted by the First Steps System is the first indication the agency has received that the parent is interested in referring their child for evaluation, then the date of that transition meeting is considered the date of referral. This transition meeting generally occurs when the child reaches an age of 2 years, 6 months.

If the parent makes the initial contact with the agency, then the date of the referral will be the date that a member of the agency's certificated staff received a request for an evaluation from the child's parent.

**NOTE:** For referrals from First Steps received more than 120 days before the child's 3rd birthday, the 30, 60, 30-day timelines associated with the evaluation process is not applicable. The requirement for the agency is that an IEP be in place by the child's third birthday.