

Parent Permission and Referral/Refusal Form Procedures

The Parent Permission and Referral/Refusal Form will be used when needing to obtain a parent(s) permission to further evaluate their child for services.

*****THIS FORM MUST BE FILLED OUT PRIOR TO SPEAKING TO A PARENT/GUARDIAN ABOUT POSSIBLE SERVICES.**

Procedures:

1. Enter the child's name, date of birth, social security number, center, classroom (if applicable), teacher's name, parent/guardian, parent/guardian's phone number, address, city, and zip code.
2. List the concerns in which you want further evaluation. (Ex: "Difficulty understanding speech", or "Low Brigance score and not functioning at appropriate age level", or "Parent concerned with aggressive behavior"
3. Fill out completely all areas of the Screening Information.
4. Fill out the kind of evaluation and who it will be referred to (call the Special Services Manager for clarification).
5. Fill out the name of insurance the child is covered by and the policy number on the card.
6. For Mental Health Referrals: Attach all Behavior Observations.
7. **Chickasha center only:** If the referral is going to Glyn Byte then a "Release of Information Form" must be signed by the parent and also attached.
8. Review the referral and any attached documents with the parent/guardian; be sure to explain the importance, the process and the needs of the child.
9. Have the parent(s) sign the referral. (Make sure of the correct place to sign).
10. **REFUSAL:** If after explaining the needs of the child and the referral process the parent refuses any further evaluation then the parent must sign the refusal section (underneath the *****).
11. Send the referral copies to the Special Services Manager after the signature is obtained.
12. The Manager will sign and date the form.
13. The teacher's copy will be given back after being signed and placed in the disability/mental health section of the child's folder. A copy will be sent to the appropriate provider.

