

# 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)