

If your team is ready to refer a student for an evaluation:

Steps for the Referral Process:

Step Number	When	What	Who	Purpose
1	When you are referring a student to the DPS Private School Assessment Team for an Evaluation (initial or reevaluation)	Student Information and Identification Request Form	Parent/ Guardian	To formally initiate referral for evaluation process (initial or reevaluation) by creating a student ID number and profile for student.
2	When you are referring a student to the DPS Private School Assessment Team (initial or reevaluation)	Health Form for all Evaluations	Parent/ Guardian	To obtain medical background information relevant to evaluation, and notify DPS school nurse to complete vision/ hearing screening.
<p>Steps 1 and 2 must be completed before you submit Step 3. You will need to obtain the 6-digit DPS student identification number from your DPS case manager before moving forward.</p>				
3	After interventions have been implemented and/or requested	Referral Form	School team	Provides required information to allow DPS staff to complete Referral for Evaluation. Use this link as an uneditable version of



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**DPS Support and IDEA/Section 504
Referral Forms for Private Schools**

Step Number	When	What	Who	Purpose
	data/ information has been collected			questions to view prior to completing the Google Referral Form