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| --- | --- |
| Date:  |  |
| Send To: |  |
| Attention: |  |
| Office Location: |  |
| Re: **Developmental Referral Status Update** |  |

 Dear Practitioner,

 Thank you for referring \_\_\_\_\_(child’s name) to Child Find. Our referral status update is attached.

STATE NEXT STEPS HERE

[EXAMPLE: A special education evaluation is scheduled. If a child is found eligible, we work with the family to create an Individualized Education Plan (IEP). If not, we will provide the family with other resources to support their child’s development.]

PROVIDE REFERRAL GUIDANCE HERE

[EXAMPLE: For future referrals, please use the attached referral form if you are not already doing so. Also, if an Ages and Stages Questionnaire (ASQ) or a developmental screening was administered, please fax or scan the entire screening together with the referral form. Having this information helps us plan an evaluation with the staff and tools that are best suited to identify that child’s needs.]

Please fax all referral forms and accompanying information for children ages 3-5 years old directly to me at: PROVIDE RELEVANT CONTACT INFORMATION HERE

Thank you again. If you have any questions, please don’t hesitate to contact me.

Sincerely,

Name

Child Find Coordinator

**Referral Status Update**