

RI Early Intervention Referral to School District Process for Children Referred to EI => 34.5 months [within 45 Days of Age 3]

If a child is referred to EI fewer than 45 days from their third birthday, *EI does not evaluate the child or implement services* and instead supports the family in referring their child to special education. The referral is *not considered an EI transition*.

Districts should process the special education referral according to traditional regulatory timelines; however, beginning immediately and not waiting until the child turns three.

Although special education services do not begin until the child's third birthday, LEAs must start the referral process upon receipt of the referral, by *scheduling an Evaluation Team (ET) Meeting, with the family, to review the referral within ten (10) school days.**

The following is a sample script that can be used when an EI program receives a referral for a child who is less than 45 days before his/her third birthday...

"Early Intervention provides services and supports until a child turns 3 years of age. Your child is so close to their 3rd birthday, it will not allow time get services up and running before they turns 3. Since you called us, we can connect you to a RI Parent Information Network Parent Consultant who will contact you to explain the referral process and obtain your consent so they can reach out to the school department (LEA) to initiate the referral. Parent Consultants work with EI families, have been through Early Intervention with their child, and can answer any questions you might have."

"If you wish to contact the LEA on your own, we will work with you to complete a form that describes the process, we will give you information about who to contact, as well as our contact information in the event you need additional help, and then check in with you in a few weeks to be sure you were able to make contact."

Process Guidance:

1. Program intake staff will contact Kelly Fantozzi kfantozzi@ripin.org or 270-0101 x 132 with the caregiver contact information/child information, including DOB so she can engage a PC to reach out to the family to explain the information above.
2. The PC will contact the family to explain the transition process and complete the form, and either:
 - i. Obtain written parental consent to contact the district on the family's behalf, sending the form and consent to the district, along with a copy to the parent, or
 - ii. If the parent wishes to complete this process on their own, the PC will explain the referral process, and send the completed form to the parent, so they can contact the district directly.
3. The RIPIN PC will follow up with families 10 days after making the referral to the district, or providing the family with the form, and will track all contacts, referrals and referral results.
4. If for some reason, the Parent Consultant is not available, designated EI staff should complete the same process.
5. LEAs will be informed by Ruth Gallucci of this process. Start date: 11/15/22.

Note that a *referral* is not notification. Notification occurs only for children enrolled in Early Intervention.

LEA contacts can be found at <https://www.ride.ri.gov/Portals/0/Uploads/Documents/Instruction-and-Assessment-World-Class-Standards/early%20childhood/ECSE/RI%20Public%20School%20ECSE%20Contacts%202022-2023.pdf?ver=2022-08-29-143335-600>

* 300.301(i) Initial evaluations. Within ten (10) school days of the receipt of a referral for special education services a team of qualified professionals and the parent that includes the individuals described in § 300.321 and other qualified professionals, as appropriate, known as the Evaluation Team, meet to determine if a special education evaluation is needed.