

Joint Educational Services in Special Education  
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JESSE EARLY CHILDHOOD/PRESCHOOL PROGRAM

## **REFERRALS**

Preschool referrals come in all shapes and sizes. The diversity of our referral base makes it necessary for us to process all preschool referrals through the JESSE office.

**Parent referrals** require that an additional form (Form R101) be completed and a ten day timeline be implemented. If a parent requests an educational evaluation be completed on their child, please forward a completed form R101 to the JESSE Early Childhood Facilitator as soon as it is received. This will permit us to maximize the time allotted to determine if an educational evaluation is warranted. We have ten days from the day the parent made the request to inform them of our decision.

**Non-parent referrals** do not require us to inform the parents within ten days. However a preschooler in need should not need to wait for a decision to be made. As a result, we ask that a referral form be completed and forwarded to the JESSE office in a timely manner. This will permit us to reach out to the family and discuss how to proceed.