

Notice of Referral to LEA & KDE
(for children referred to First Steps who are over the age of two (2) years and ten and one half (10.5) months)

Child's Name: _____ **DOB:** _____

Date POE Contacted: _____ **School District Receiving Referral:** _____

Prior written notice must be given to you before certain actions are taken.

1. Action Refused by the POE: To conduct an initial evaluation to determine eligibility for First Steps services.

Reason for Action: The POE will not conduct the evaluation because the child is 45 days or less from the third birthday. Eligibility and subsequent IFSP development cannot be completed before the child ages out of the age range served by First Steps.

2. Action Proposed by the POE: Refer your child to the local school district and send a copy of this notice to the Kentucky Department of Education. The information to be shared with the local school district and the Kentucky Department of Education includes:

- Child's Name
- Child's Date of Birth
- Parent/Guardian Name
- Address
- Phone Number

Reason for Action: State and federal regulations require that the State Education Agency be notified of referrals to the Local Education Agency (LEA) of children who are potentially eligible for special education and related services (Part B of the IDEA).

Your signature for consent is **REQUIRED** before any personally identifiable information can be shared. If you do not give consent to share personally identifiable information with the Kentucky Department of Education and the Local Education District, then no information will be shared.

Child's name:	
DOB:	
Parent/Guardian Name:	
Address:	
Phone number:	

_____ *I give permission for the above information to be shared with the local education district and Kentucky Department of Education.*

_____ *I do not give permission for the above information to be shared with the local education district and the Kentucky Department of Education.*

Signature of Parent/Guardian: _____ **Date:** _____

POE: If permission is granted, fax this form to the LEA named above & FAX: 502-564-6470 to Kentucky Department of Education, School Readiness Branch

