

How to Refer Your Child

(Insert Date)

(Insert Early Intervention Official's Name)
(Street Address)
(City/State/Zip Code)

Dear (insert name of Early Intervention Official):

I would like to refer my child, (child's name), to the Early Intervention Program. My child is (age of child) and appears to have problems in his/her development. I understand that I will be contacted by a service coordinator who will explain the program to me and can help me choose an evaluator from a list that will be provided to me. I also understand that *Early Intervention Steps: A Parent's Basic Guide to the Early Intervention Program* will be provided to me.

The best time to reach me is on (insert days and times).

Sincerely,

(Your Signature)
(Insert Name)
(Street Address)
(City/State/Zip Code)
(County)
(Area Code/Phone Number)