



**Whitfield County Schools**  
**Children's Assessment & Preschool Services**  
Referral Procedures and Response to Intervention (RTI)

**Please follow the steps listed below to request an observation, screening, and/or intervention assistance from the WCS Preschool Special Education Department.**

**PreK, Preschool, Head Start, Daycare Teachers:**

1. Schedule a conference with parent(s) to discuss the student's strengths and weaknesses.
2. Document area(s) of concern, ask parents about strategies they have used at home, any medical issues, any prior evaluations, therapy, etc.
3. Determine interventions to be used at school and at home.
4. Document conference and recommendations.
5. It is recommended that interventions be implemented for a sufficient amount of time (at least 2 to 3 weeks) to determine student progress.
6. Document interventions and student progress on the RTI "Documentation of Concerns" document (included in packet for teachers).  
**This is also required for speech only referrals.**
7. If the concern is **speech only** (articulation of sounds), refer to the developmental chart to determine which sounds at each age are considered age-appropriate. If the student is not making sounds appropriate for his/her age, then complete and date the first Articulation Screening included in the referral packet. Implement strategies (suggestions provided) for approximately 2 weeks then give the second Articulation Screening to determine progress.
8. If student is not making progress have parents sign permission for the Special Education Department to observe/screen (Referral for Observation/Screening form).
9. Attach any checklists, test data, and/or screenings to the referral packet that will provide additional information regarding the student's progress in the area(s) of concern.
10. Assist the parents in obtaining copies of the following information: the child's Social Security Card (a waiver may be requested if needed), Birth Certificate, Immunization Form, Vision/Hearing Screening, Proof of Residency. This

documentation will be needed to complete enrollment should the child qualify for special education services from Whitfield County Schools.

11. Once the permission for an observation/screening form is signed and the packet is complete, **please return the entire packet, including all RTI documentation**, to the Preschool Special Education Department at the address provided on the referral form.

**Parent Referrals:**

Parents making a referral need to complete the Referral for Observation/Screening form and return the completed form to the CAPS Center at the address provided on the form.

**Pediatricians, Service Providers, Other Childcare Agencies:**

Complete the Referral for Observation/Screening form. If possible, obtain the parent signature at the bottom of the form. (If the form is not signed by the parent, a Whitfield County Schools representative will contact the parent upon receipt of the form.)

Return the completed form to the CAPS Center at the address provided on form.

If information is available, please provide documentation regarding the child's progress in areas of concern including, but not limited to, test data, screenings, interventions attempted and the results, etc.

**If a child has a significant disability requiring immediate assistance, please contact the CAPS Center directly at (706) 259-6136 or [kathy.hammontree@wcsga.net](mailto:kathy.hammontree@wcsga.net)**