Referral Form

If you believe your child is not developing in expected ways or appears to learn slowly or differently than other children, Child Find may be of assistance to you.

Name of Child:	
Age:	
Birth Date:	
Name of Parent / Guardian:	
Home Phone:	
Duty Phone:	
Cell Phone:	
Email:	

For more information you may contact:

Joan K. Mendel Elementary School

Front Office: DSN 225-5503

Child Find Team Leader/Coordinator: Heather Dutchin

Email: heather.dutchin@dodea.edu

Parental Concerns & Other Important Information



Child Find

Hand in Hand, Together We can Make a Difference



Joan K. Mendel Elementary School

Department of Defense Dependent Schools Japan District Child Find is the ongoing process used by the Department of Defense Education Activity (DoDEA) and the military servicing departments to identify individuals between the ages of birth and 21 who may be in need of special education and related services. Child Find activities relate to providing information to parents and community members regarding the referral, screening and evaluation process.

When should I be concerned?

- Difficulty staying on task
- Difficulty seeing bright objects or other objects that are at a distance
- Frequent temper tantrums
- Not playing with other children
- Difficulty following simple directions
- Failing to respond to sounds or voices
- Difficultly expressing ideas in spoken or written form
- Difficulty walking, sitting up or staying in one place
- Difficulty being understood when talking

The first step the school takes is to screen your child for possible delays or weakness in all of the following developmental areas:

- Physical Fine/Gross Motor skills: Standing, walking, balance, object manipulation, cutting, etc.
- Communication The ability to understand and clearly use age appropriate speech and language.
- Cognitive The ability to receive information, process relationships and apply knowledge.
- ❖ Social/Emotional The ability to develop and maintain functional relationships, and to exhibit social & emotional behaviors appropriate to the setting.
- Adaptive/Self-Help The ability to manage various environmental expectations and use functional daily living skills.
- Hearing and Vision Screening The screening identifies areas of possible delay.
- Parent will attend a meeting to review the results of the screener, and give their permission for a formal and thorough evaluation if needed.

If a need is determined as a result of the screening the following steps will be taken:

- You will be asked to register your child at Joan K. Mendel Elementary School on the DoDEA Online Registration for Students (DORS) site. The website for DoDEA is dodea.edu.
- You will attend a meeting to plan assessments for your child.
- Upon completion of the formal evaluation, you will be invited to a meeting to discuss the assessment results and to determine the child's needs.
- Eligibility for Special Education services will be determined at that meeting by the Case Study Committee which generally consists of a school administrator, you (the parents), a special education teacher, and any other personnel required such as a speech language pathologist and/or an occupational therapist.
- If the Committee agrees that your child is eligible for services an Individualized Education Plan will be developed and services will begin.