

OT/PT Referral Procedures

Student is found eligible for an ESE Program



Student is experiencing difficulties with fine or gross motor, sensory processing, or mobility skills in the educational setting



Referral source completes OT/PT screening form and faxes the form to the program secretary at 469-5672



OT/PT is assigned screening and completes the OT/PT screening **within 1 month** of receipt



OT/PT **does not recommend** proceeding to OT/PT evaluation and consults with referral source regarding screening results. Copy of screening form is placed in the student's red ESE folder and in central files.

OT/PT **recommends** proceeding to evaluation.

For PT, a referral/prescription form to document the medical condition is needed from a physician prior to the initial referral or re-evaluation meeting being scheduled to obtain consent for PT evaluation. The PT can proceed with process to determine eligibility while attempts are being made to obtain the referral but the PT referral/prescription form is needed.

For OT, schedule re-evaluation meeting to obtain consent for OT evaluation.