

# Dyslexia Referral Process Checklist

Date	Action
_____	Response to Intervention Team Tier I Completed
_____	Response to Intervention Team Tier II Completed
_____	Response to Intervention Team Tier III Completed
_____	Parent Rights Explained/Receipt of Rights Signed
_____	Permission to Test Signed
_____	Two-Page Dyslexia Referral Completed
_____	Referral Paperwork Submitted to Dyslexia Department <ul style="list-style-type: none"><li data-bbox="524 905 1369 942">○ RtI Tiers I, II, and III and supporting documents</li><li data-bbox="524 947 841 984">○ Receipt of Rights</li><li data-bbox="524 989 1008 1026">○ Permission to Test (original)</li><li data-bbox="524 1031 992 1068">○ Dyslexia Referral (original)</li><li data-bbox="524 1073 849 1110">○ Student Profile(s)</li></ul>
_____	Dyslexia Evaluation Approved by Dyslexia Department
_____	Dyslexia Evaluation Report Received
_____	Parent Notified of Dyslexia Committee Meeting
_____	Dyslexia Committee Meeting Held to Determine Eligibility and Assign Intervention/Course
_____	Dyslexia/Section 504 Data Entry Form <ul style="list-style-type: none"><li data-bbox="524 1612 818 1650">○ Form Completed</li><li data-bbox="524 1654 1073 1692">○ Data Entered into the Database</li></ul>
_____	Dyslexia Program Qualifying Report <ul style="list-style-type: none"><li data-bbox="524 1787 818 1824">○ Form Completed</li><li data-bbox="524 1829 1203 1908">○ Form Faxed to the Dyslexia Department Dyslexia Referral Form</li></ul>