ChildPlus Attachment Guidelines – Disability

Documents to Attach under Disability Service Area

Document	Notes	Attachment Type	Required Description (based on the specific document)
Referral for Further Evaluation Consent Form	Attach consent form only. Indicate which Agency. See below regarding referral documentation.	Consent Form	Referral [Part B Agency] [Add PY] Referral [Part C Agency] [Add PY] Example: Referral SKSD 22-23
Authorization to Release and Exchange Confidential Information		Consent Form	AEI [Add PY]
Referral Documents for Part B or Part C agency	Referral documentation is scanned and attached (multiple documents = 1 attachment for referral packet). Do not include consent forms. Attach consent forms separately under Consent Form Attachment Type.	IEP Documentation or IFSP Documentation	Referral Packet [Add PY] If not a packet of multiple documents, describe the specific document and add PY.
Evaluation or Assessment from Part B or Part C Agency		IEP Documentation or IFSP Documentation	Evaluation [Add PY]
IEP	Description must indicate which IEP (Initial, Annual)	IEP Documentation	Initial [Add PY] Annual [Add PY]
IEP Meeting Invitation	This is a separate attachment when received as a stand-alone document.	IEP Documentation	Meeting Invitation [Add PY]
IFSP	Description must indicate which IFSP (Initial, Annual, Review, Interim, Transition)	IFSP Documentation	Initial [Add PY] Annual [Add PY] Review [Add PY] Interim [Add PY] Transition [Add PY] Example: Review 22-23
IFSP Meeting Invitation	This is a separate attachment when received as a stand-alone document	IFSP Documentation	Meeting Invitation [Add Date]

Note: All descriptions (except Meeting Invitation) must include the program year where is says [Add PY]. See some specific examples above.