

PORTSMOUTH REGIONAL OFFICE
REFERRAL TO NEW HAMPSHIRE VOCATIONAL REHABILITATION

210 Commerce Way Ste # 120 Portsmouth, NH 03801 ♦ Phone: (603) 334-4480 Fax: (603) 427-6910

To be completed by school staff and used to provide information to NH Vocational Rehabilitation. This form can be emailed to: Ellen.gagnon@doe.nh.gov or via mail or fax.

This referral is for Transition Services which is defined in the federal status (20 U.S.C. 1401(30)) as a coordinated set of activities for a student with a disability, designed within an outcome-oriented process, and based upon the individual student's needs, **which promotes movement from school to post-school activities.**

► **Has the family been informed of this referral?** Yes ☐ No ☐ ◀

➤ **Referred by** _____ (School Staff)

Student: _____ Referral Date: _____

Student's Address: _____

Phone: _____ Best time/period to meet with student: _____

Date of Birth: _____ Social Security #: _____

Date of Graduation/Exit: _____ Current Grade: _____

Name of parent/guardian: _____

Address of parent/guardian (if different): _____

Phone number of parent/guardian: _____

Parent/guardian e-mail: _____

Student's disability(ies): _____

Case Manager/Primary School Contact: _____

Does student have Health Insurance: YES ☐ NO ☐ Specify _____

Does student receive Social Security/other benefits: YES ☐ NO ☐ Specify _____

NEXT STEPS:

- Once referral sheet is received, the VR office will send initial paperwork to the parent/student.
- Student/family completes the VR intake paperwork and returns it to NH Vocational Rehabilitation or to school personnel to be delivered to VR Counselor.
- Student/family sends medical release(s) to Dr(s) and/or school personnel to request relevant info (IEP, psychological evaluation, academic evaluations, and documentation of disability).
- School arranges a meeting at the school with VR counselor (alternative arrangements can be made, such as meeting the VR office if more convenient for the family). **If student is a minor (under age 18) or has a legal guardian, the parent or guardian must be present at the initial intake meeting.**

Note: Once a student is found eligible for NHVR services, the counselor will notify the school and at that time, the counselor should be added to the student's IEP/Transition Team list for future meetings.

Note: Pursuant to RSA 189:1-any parent or eligible student that has elected not to have directory information released must authorize the release of this information.

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