



New Referral Checklist

Type of Referral

- Hearing Loss
- Auditory Processing Disorder

Information Needed

- Official Referral letter from the Special Education Department
- Release form signed by parents/guardians allowing Keystone Classroom access to records.
- Student's diagnostic Audiogram/APD report (must be within three years old, ideally within last year)
- Students' demographic info (Name, school, date of birth, grade)
- Contact person(s) along with their email address(es) that we can reach out to for scheduling meetings. Typically, a case manager, teacher, or SLP
- Optional
 - Relevant medical reports within 12 months