



Gwinnett County Public Schools
Early Childhood Program
SPECIAL EDUCATION EVALUATION REFERRAL PROCESS
GENERAL INFORMATION

*** Failure to submit proper documentation may delay the process for an evaluation with GCPS. ***

Step One:

- The parent/legal guardian will need to contact/call the Early Childhood Program Department at **678-301-7244**, to initiate the parent referral contact for the student.

Step Two:

- Return all the necessary documents listed in the Documents Required for School Registration Packet.
 - ❖ Detailed document list click on link: [“Documents Required for School Registration”](#)
 - Certified copy of a birth certificate or a federal, state, or county document with date of birth.
 - Proof of Authorized Person to Enroll: Parent/Legal Guardian (Driver’s license/State ID/Passport)
 - Proof of Residency: (In the name of the parent/guardian)
 - Current utility bill: (Gas bill, water bill or electric bill)
 - Vision, Hearing, and Dental on GA Form #3300
 - Georgia Certificate of Immunization Form #3231
 - Copy of the child’s Social Security Card
 - Parent Referral Questionnaire
 - ❖ Click on Link: [“Parent Questionnaire”](#)
- If your child attends a Daycare/Preschool have his/her teacher fill out the following form.
 - ❖ Click on Link: [“General Education Teacher Questionnaire”](#)
- **IF YOUR CHILD HAS HAD ANY PRIVATE EVALUATIONS, IT IS HELPFUL THAT YOU SEND COPIES OF THE EVALUATIONS ALONG WITH ALL YOUR PAPERWORK.**

Step Three:

- Submit your paperwork in either of the following ways:
 - **Mail:**
 - Gwinnett County Public Schools
Instructional Support Center - Building 200
Department of Special Education / Early Childhood Program
437 Old Peachtree Road, NW
Suwanee, GA 30024-2978
 - **Fax:**
 - **678-301-6663**
 - **Email:**
 - ECP@GCPSK12.ORG

For additional questions call: 678-301-7244

