



Early Childhood Intake/Referral
(Children 2 Years 9 Months to Five Years Old)

Date received by AEA	
Person completing form	

Call, fax, or send the below information to Keystone AEA at 1400 2nd St. NW, Elkader, IA 52043.
 1-800-632-5918, fax 1-563-245-1480. (Or you may contact your local Keystone AEA office--information is on page 2.)

Is parent aware of this request for early childhood services?				(if no, please discuss with parents prior to initiating request)			
Child's name		DOB:		Male		Female	
Parent/Guardian name			School District				
Home Phone		How parent can be reached					
(work or cell number or if no phone, who to contact and how)							
Address		City State Zip					
Language spoken in the home			Interpreter needed:	Yes		No	
Name of person making referral			Agency			Code	
(See referral codes on back)							
Address							
City State Zip		Phone		Follow-up call/report requested:	Yes		No
Reason for request							
THE FOLLOWING IS FOR OFFICE USE ONLY							
Summary		Date received by initial service provider					
Parent contacted by initial service provider,		On		(month/date/year)			
Summary of initial visit/contact (include recommendations and action to be taken):				Date of initial visit/contact:			
Result of Intake for children from 2 years 9 months – age 5 (check those that apply):							
	No further action (NFA)			Refer for ECSE Eval (REE)			
	Initial call made, parent declined services (NFA1)			Initiate Response to Intervention (IPS)			
	Could not contact family/family moved out of state/region (NFA2)			Refer to a medical provider (RMP)			
	Death of Child (NFA3)			Refer to a community agency (RCA)			
	Rescreen (RSN)						

You may send the “Request for Early Childhood Services” form to the office nearest to the child’s home.

Keystone Area Education offices include:

Central Office

Special Education Division
1400 2nd St., NW
Elkader, IA 52043-9564
1-800-632-5918 or 563-245-1480

Decorah Sector Office

700 Ridgewood Drive
Decorah, IA 52101-1463
563-382-2870

Dubuque Sector Office

2310 Chaney Road
Dubuque, IA 52001-3090
1-800-942-4668 or 563-556-3310

Elkader Field Office

1400 2nd St., NW
Elkader, IA 52043-9564
1-800-632-5918 or 563-245-1480

Farley Field Office

Western Dubuque Central Administration
PO Box 279
Farley, IA 52046-0279
563-744-3395

Delhi Sector Office

802 Charles St.
PO Box 321
Delhi, IA 52223
563-922-2299

Oelwein Field Office

300 12th Ave., Suite 2
Oelwein, IA 50662
319-283-2045

New Hampton Field Office

805 Cauty Ave.
New Hampton, IA 50659-1903
641-394-2162

Waukon Field Office

201 Sixth St., NW
Waukon, IA 52172-1152
563-568-4818

West Union Sector Office

208 1/2 North Vine Street
West Union, IA 52175-0268
563-422-5678

Additional forms may be obtained by contacting one of the AEA offices listed above.

Referral Sources	Code
Parent, family, or other persons designated as a parent.	PAR
Head Start & Early Head Start	EDHS
Hospitals and hospital-based high-risk follow-up programs	HOSP
Physicians	DOFF
Preschool/Child Care	PCHC
Local Education Agency (LEA-school)	LEEA
Keystone Area Education Agency (AEA)	AAEA
Child Health Specialty Clinics	CHSC
Title V Agency (VNA-Visiting Nurses Association)	VNA
Women, Infant, and Children (WIC)	ADWC
Public and private health providers (includes home health)	PUBL
Department of Human Services	SEDH
PAT-Parents As Teachers/Parent Share and Support	PAT
HAWC Empowerment	EMP
Other (please list source in comments on Intervention screen)	OTHR