



## Provider Instructions for Completing the DD Form 2792-1

This document guides early intervention or school staff through the completion of the DD Form 2792-1, Early Intervention / Special Education Summary.

### Purpose of the DD Form 2792-1:

Families are **required** to complete a DD Form 2792-1 for two different reasons:

1. Document **early intervention / special education needs for potential enrollment into the Exceptional Family Member Program (EFMP)**, which supports military families with special medical and / or educational needs.
2. Document the **early intervention / special education needs of a family member during Family Member Travel Screening (FMTS)**. This information will be coordinated with the Department of Defense Education Activity (DoDEA) and the gaining FMTS Office to determine the availability of early intervention / education services at the projected duty location.

### Who completes the DD Form 2792-1:

- ✓ The **Sponsor, Spouse, Legal Guardian, or Student who has reached Age of Majority** completes the demographics requested on the form.
- ✓ An early intervention (EI) or school representative.

### What to do after you complete the form:

- ✓ Return the form back to the family, who will route the form accordingly.

## Additional Tips for Completing the Form:

- ❖ **Pages 2-3** are completed by the **Sponsor, Spouse, Legal Guardian, or Student who has reached Age of Majority and Administrative Staff**.
- ❖ **Page 3** is also completed by school or early intervention staff.
- ❖ The family must submit the DD Form 2792-1 with a complete, up-to-date Individualized Education Program (IEP) or Individual Family Service Plan (IFSP), if applicable.
- ❖ Public school personnel complete the DD Form 2792-1 for **all** families that receive services through the public school, even if the families attend non-public school (e.g. homeschool, charter schools, private schools).
- ❖ School personnel complete the DD Form 2792-1 for **all** families that are enrolled in the school, even if the families do not receive early intervention or special education services.
- ❖ If a child is under five years of age, is not enrolled in school, a home school program, or engaged with an Early Intervention Services program, and does not have any identified needs, the parent or guardian can complete and sign page 2 and return it to the requesting office.
  - The completion of page 3 is not required in this case.