



Completing the DD FORM 2792-1: Special Education/Early Intervention Summary

1. Hello and welcome. This is a quick reference guide to completing your Exceptional Family Member enrollment and update paperwork. The video will be short and to the point. Please feel free to pause and rewind the video for the sections you would like to review in more detail. We are going to review the DD FORM 2792-1: Special Education/Early Intervention Summary.
2. Before we begin it is important to note:
 - a. This form only needs to be completed if your child is receiving early intervention services via an IFSP or specialized instruction in a school setting via an IEP, or your child is being screened for overseas orders.
 - b. If your child only has a section 504 accommodation plan you do not have to fill out this form.
 - c. While an IFSP or IEP qualify a child for enrollment, the Medical Summary DD FORM 2792 must also be



completed by your child's medical care provider, even if only enrolling for an educational need.

- d. If you are completing this form for purposes of disenrollment; please speak with your family case worker prior to beginning that process.
- e. If you are an Early Intervention Service Coordinator or an Exceptional Children's Teacher for purposes of disenrollment you must note that previously identified conditions no longer require an IFSP or an IEP.

3. There are several options for you to obtain the DD FORM 2792-1: Special Education/Early Intervention Summary.

- a. You can stop by your local EFMP office and ask your Family Case Worker for blank copies.
- b. You can have your Family Case Worker fax them to you.
- c. You can have your Family Case Worker email them to you.



- d. It can also be found on our website. Our web address is listed here. Please pause this video to take note of the web address now.
4. Using your internet search engine of choice. Enter MCCS Lejeune-New River. Use the top drop down menu. Select Marine and Family, under services find Exceptional Family Member Program. Scroll down, find forms. Here are all the available DD Forms for your enrollment and update.
5. We are going to review the DD FORM 2792-1 or the Special Education/Early Intervention Summary.
6. You will notice the first page contains a privacy act statement, followed by a description of each section within the form and instructions on how to complete each section. Please review this page prior to completing the form.
7. On page 2 you will find general demographic information. Please complete PAGE 2 prior to meeting with your Early



Intervention Service Coordinator or your child's exceptional children's (EC) teacher.

- a. Section one identifies why you are requesting enrollment. Please select the criteria that best describes why you are requesting enrollment.
 - b. Section two is child/student information.
 - c. Section three is sponsor information.
 - d. Section four is Active Duty determination.
 - e. Section five identifies children ages birth to three.
 - f. Section six identifies children ages 3-21.
 - g. For section seven, please sign, print and date as the parent, sponsor or the child's legal guardian.
 - h. Section eight is for EFMP administrative use only.
 - i. If you have any questions about completing this page please reach out to your local EFMP office or your EFMP family case worker.
8. Finally, PAGE 3. Section 1 and 2 must be completed prior to meeting with your Early Intervention Service



Coordinator or your child's exceptional children's teacher. It authorizes the release of this information and any attachments. Section 3 is completed by your Early Intervention Service Provider for any child under the age of 3. Sections 4-7 is completed by your child's exceptional children's teacher.

9. Section 8 is completed by your child's Early Intervention Service Coordinator or your child's exceptional children's teacher.

10. Upon completion please review the form for accuracy and signatures where applicable. If you note a discrepancy work with your child's early intervention service coordinator or your child's exceptional children's teach to make the correction. You will also need to maintain a copy of your child's IFSP or IEP and attach it to the completed form.



11. If you are completing this form for an initial enrollment or a tri-annual update you must also submit a completed DD FORM 2792 (Medical Summary Form).
12. Please submit the completed forms, along with the appropriate attachments to your local EFMP office or Family Case Worker. You may also have the service member scan and email the document with encryption to your family case worker on their government computer or you can request that your child's EIS Coordinator or EC teacher fax or email it to your family case worker.
13. At this time, if you have orders pending please inform your family case worker.
14. Your family case work will review the forms and attachment and forward it to HQ EFMP.
15. HQ EFMP screens the completed DD Form 2792 and 2792-1 and a determination letter of either eligibility for enrollment, updated enrollment or ineligibility. This process takes about 4-6 weeks. The sponsor will receive



an official determination letter either as an email attachment that is sent to their official government email account, or postal service mail to their home address.

16. Keep your determination letter and ask your family case worker how it can help your exceptional family member.
17. Annually, your child will receive an updated IFSP or IEP. Once you receive the updates you must complete the DD FORM 2792-1, attach a copy of your IFSP or IEP and submit to your family case worker. Your family case worker will forward the updates to HQ EFMP. No determination letter is issued for this annual update.
18. That concludes this video training. If you have any questions please contact your local EFMP office or your Family Case Worker. Please take note of the contact information provided.