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.