**Early Intervention Report Guidelines**:

The Early Intervention Report is to be written at:

1. The six month team review
2. The annual review. It is also the tool most used
3. When sharing information with the school district for the child’s staffing
4. As a discharge report.

In the provider forms area of the Early Steps website, you will find:

* A blank EI report that you can use to write your reports on
* An EI report that prompts have been included to help you know what is expected to be covered in each section of the report
* Three examples of EI reports, Harry Potter; Luke Skywalker and Sammy Smile. These examples are not perfect but will give you an idea of what the finished EI report could look like.

JG 9/17