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.