



## School-Age Request for Assistance Form and Information **Required** Documentation When Requesting Services

**ALL** school-age RFA forms must include Special Education Administration Signature Approval.

For **ALL** school-age RFA forms the following documents are required for students with an existing IEP or 504 plan:

- Most recent IEP
- Most recent ER/RR
- Most recent 504 plan

For **Evaluation/ Re-evaluation** requests:

- Assessment input for the PTE/PTRE should be provided from the itinerant staff for the assessment portion of the permission. PTE/PTRE must be issued by the LEA.
- If the PTE/PTRE was issued before the RFA request, then the LEA **must** provide a copy of the PTE/PTR with the anticipated evaluation timeline.

The following services require additional documentation as noted below:

Services for the Visually Impaired

- Medical documentation of Visual Impairment
- Most recent eye exam or physician report
- Signed PTE/PTRE

Services for the Deaf or Hard of Hearing:

- Audiology Report
- Signed PTE/PTRE

Physical Therapy:

- **A physician's prescription will be necessary before these services can be initiated.**
- Signed PTE/PTRE.

Occupational Therapy:

- Signed PTE/PTRE.

Speech:

- Signed PTE/PTRE.

\*Incomplete requests will be returned to the sender for re-submission.

- Occupational Therapy
- Physical Therapy
- Speech and Language
- Vision
- Hearing
- School Psychologist
- Educational Audiologist



- Consultation
- Screening
- Evaluation

**Request for Assistance**

|   |  |   |   |       |
|---|--|---|---|-------|
| <b>Student Name</b>                                 |  | Date of Birth                               | <b>Date of request:</b>                             |       |
| LEA:  |  | Grade                                       | School Name:  |       |
| Parent/Guardian Name(s):                            |  | Parent Phone:                               | Home:   | Cell: |
|   |  | Parent Email:                               |   |       |
| Parent Address:                                     |  |   |   |       |
| Current Educational Program:                        |  | Regular Ed Teacher and Contact Information: |   |       |
| Related Services Name/Service & Contact Information |  | Special Ed Teacher and Contact Information: |   |       |
| PTE/PTR Information:                                |  | IEP/ER/RR Due Dates:                        |   |       |
| Form Completed by:<br>Name & Contact Information    |  |   | Building Principal Name<br>and Contact Information: |       |

**Statement of Concern:**

|   |  |
|---|--|
| <b>Describe what you're seeing:</b>   |  |
| <b>How is this concern impeding educational progress?</b>   |  |
| <b>What techniques/interventions have been used? (Include all previous or current consultations/screenings)</b> |  |
| <b>List any professionals who may have provided services related to this referral.</b>                          |  |

**Special Education Administrator Name**

**Special Education Administrator Signature/ Approval**

**Return completed form via email to:**  
Caroline Wissinger  
cwissinger@ciu10.org

**For CIU10 Use:**  
Date Received:  
Assigned to:  
Supervisor Signature:

## CIU10 Request for Assistance Form Process

- RFA form to be completed by district staff who are requesting a CIU10: Consultation, Screening, Evaluation
  - **IF** the RFA is for a screening and the LEA wants CIU10 to complete an evaluation (if recommended) based on the screening, then LEA should select: Screening AND Evaluation and document: *evaluation if recommended based on screening results*.
  - **IF** the RFA is for an evaluation, then the LEA should provide information about the plans for the permission.
- Once the district staff complete the RFA form, then the RFA form should go to the LEA Special Education Administration for approval.
- Once the district has completed the RFA form and the RFA has Special Education Administration approval, then the district emails the completed RFA form with Special Education Administration Approval to Caroline Wissinger, [cwissinger@ciu10.org](mailto:cwissinger@ciu10.org)
- When CIU10 receives the RFA, then Caroline sends the RFA to the CIU10 supervisor and then the CIU10 supervisor assigns CIU10 staff to the RFA.
  - **CIU10 Staff should only receive a RFA from their direct CIU10 supervisor.**
- CIU10 Itinerant staff will provide results of the RFA to the LEA after the RFA is completed.
- Questions about the CIU10 RFA process? Reach out to any of the following CIU10 staff:
  - [Michele Hammersla](#) Quick, Director of Special Education and Non Pub Student

### Services

- Lee Keegan, OT and PT Supervisor
- Erin Cernuska, Vision and Hearing Supervisor
- [Gina MacFalls](#), School Psychologist Supervisor
- [Michelle Shirk](#), Speech Supervisor