KEDC SPECIAL EDUCATION COOPERATIVE

REQUEST FOR DIRECT SERVICES

904 W Rose Rd

Ashland, KY 41102

606-929-2209ph 606-929-2109fax

pam.middleton@kedc.org

Direct services are defined as any service related to a specific student which involves the direct, on-site assistance of KEDC Special Ed staff. All service requests are made by a school or district administrator. The Director of Special Education should be notified of all requests.

[ ] AT Consult [ ] Autism Consult [ ] Behavior Consult [ ] FMD Consult

[ ] Literacy Consult [ ] Math Consult [ ] Due Process Consult [ ] Transition Consult

[ ] Other:

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| All requests must include a copy of the most recent ARC Due Process information including IEP | Copies of ARC summary included? Y NDate submitted:  |
| Requests for an Assistive Technology Evaluation must be accompanied by the AT Referral Form | Date submitted: or N/A |
| Requests for Behavior Consultations must include a current Behavior Plan and a copy of the FBA  | Date submitted: or N/A |
| All requests must include a copy of the most recent evaluation results | Date submitted:  |
| All requests must be accompanied by a description of the previous strategies utilized | Strategies & progress data attached? Y NDate submitted:  |
| Requests involving transition must include documented contacts with the local Cadre Member(s) | Documentation & Recommendations of Cadre Member attached? Y N N/A Date submitted:  |

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| Student Name:  | DOB: | Grade: |
| Area of Disability: | Parent/Guardian Name (include last name): |
| District: | School:  |
| Planning Period/Best Time to Contact:  | Other Agency Involvement: |
| Contact Person Information: |

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| Reason for request: (please be specific) |
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| List and describe the interventions tried. Include:  |
| What was tried | How long it was tried | What results were obtained |
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| Have you utilized KEDC Special Education services for this student before? If yes describe prior services |
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| Please list up to three (3) concerns, in order of priority, you would like addressed during the consultation: |
| 1.2.3. |

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| Student Schedule: (or attach a copy to this document) |
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