

RESPONSE TO A REQUEST FOR AN EVALUATION

PURPOSE: To notify the parent and the referral source, if other than the parent, that an initial evaluation is NOT recommended at this time and to state the reason(s) for this decision.

FORM USE: If it is determined that the requested evaluation will not be conducted, this form must be sent to the parent with a copy to the referral source, if other than the parent.

INSTRUCTIONS:

1. Complete the sentence by inserting:
 - a. The child's name
 - b. Date of referral, and
 - c. The reasons for the referral request.
2. Check the box(es) where information was gathered. For each box checked, provide the information utilized as the basis for making this determination.
3. Insert the name and telephone number of the contact person.
4. Enclose the *Notice of Procedural Safeguards* brochure.