

School Based Therapy Related Service Checklist

This checklist has been designed to assist teachers and other personnel in establishing appropriate School Based Therapy referrals by starting the communication early regarding a student. Please follow the checklist process below.

Student Name _____

Date _____ Teacher of Record _____

School _____

Primary Disability _____ Secondary Disability _____

_____ If the student's primary or secondary disability classification is Emotional Disability (ED), school based therapy can automatically be offered in the case conference. Contact School Based Therapist as soon as possible to get involved.

_____ If the student's disability is something other than ED, the Teacher of Record provides student background information to the School Based Therapist to determine if the Related Service is appropriate and relevant to the student's educational needs as per the IEP. Background information may be provided via IEP, psych reports, progress reports, discipline records, and/or any other relevant documentation. Communication regarding other factors is also highly recommended.

_____ After all pertinent information has been reviewed, the School Based Therapist will contact Teacher of Record will their recommendation of the Related Service.

_____ Upon determination of School-Based Therapy services, service times and frequency by the School-Based Therapist, a case conference must be held to add the Related Service to the IEP.

_____ If the School Based Therapist is unable to attend the case conference, the TOR needs to confirm with the therapist that the Related Service was selected and written into the finalized IEP. The TOR, SBT, or CC Coordinator may add the Related Service to the IEP.

Date sent to therapist: _____

School-Based Therapist _____

School Based Therapy Recommendation? ____ Yes ____ No Date: _____

Comments: _____
