



WISE COUNTY PUBLIC SCHOOLS'
HELPING EXPAND AUTISM AWARENESS RESOURCE TEAM

Services Request Form

Please return the following information to:
Donna Townsend, Guidance Counselor
Powell Valley Primary School
2945 Second Avenue East
Big Stone Gap, VA 24219
FAX: (276) 523-4901
Attention: HEART

DATE:
PERSON MAKING REQUEST:
TITLE: EMAIL:
PHONE: FAX:
SCHOOL: SCHOOL DIVISION:
ADDRESS:

NATURE OF REQUEST:

Professional Training Student Specific Request Resources Other

Please describe the focus of your request:

Three horizontal lines for text input

Who will be present at the consultation and follow up meeting?

Three horizontal lines for text input

What resources within your school/program would be available to support you in implementing suggestions after the consultation?

Two horizontal lines for text input

If this is a student specific request, please complete the following:

Name of Student:
Grade Level: Age:
Specific Autism Spectrum Disorder (ASD):
Does the student have an IEP or 504 plan?



Services Request Form (page 2)

Briefly describe the nature of the special educational services this student currently receives, including information regarding their disability. (Include regular educational services as well.)

Consultation Information:

If a consultation is determined to be the best method to meet your needs, the consultant will contact you to schedule a mutually agreed upon time to visit. ***We must have the student's legal guardian's permission before we can schedule an on-site consultation.*** Parents are encouraged to be participatory team members in the consultation. Please tell us the best day and time of day for the observation/consultation.

If a consultation is scheduled, we would appreciate your assistance in providing the following:

- An opportunity to review the student's records, including evaluations, IEPs, and background information, if appropriate or needed.
- An office, conference room, or corner where the consultant can review the records.
- Notification to your principal, teachers, parents, and support personnel of the visit
- Keep a log of questions you would like to ask.
- Plan an ordinary day for an observation.
- Please make a copy of your request for your own records and send the original to us.

Within two to three weeks after the visit, the consultant will provide you with a written report that included suggestions regarding this student's program. ***It is your responsibility to provide a copy of the report to the parents..***