

**SERVICE REFERRAL FORM**

<b>Name/Position:</b>		<b>Date:</b>
<b>School Contact Person (if different) &amp; Address:</b>		<b>Additional Contact Person:</b>
<b>School and District:</b>	<b>Student/Classroom:</b>	<b>Phone Number:</b> <b>Fax Number:</b>
<b>Parent/Guardian Name:</b>	<b>Address:</b>	<b>Phone Number:</b>

Please Choose From the Following Menu of Services

<input type="checkbox"/> <b>Assistive Technology Evaluation</b> <i>Most assessments are billed at \$93 an hour for member districts and \$113 an hour for non member districts</i>	
<b>Target Date:</b>	
<b>Estimated Hours:</b>	

<input type="checkbox"/> <b>CONSULTATION</b> <i>Assessments are billed at \$110 an hour for member districts and \$113 an hour for non member districts</i>	
<b>Consultee: (Check all that apply)</b>	
<input type="checkbox"/> Parent	
<input type="checkbox"/> Regular Education Teacher	
<input type="checkbox"/> Special Education Teacher	
<input type="checkbox"/> Classroom wide Staff	
<input type="checkbox"/> TEAM consultation	
<input type="checkbox"/> Follow-up team meeting	
<input type="checkbox"/> Student Training on AT	
<input type="checkbox"/> Other:	
<b>Target Date:</b>	
<b>Estimated Hours:</b>	

<input type="checkbox"/> <b>TRAINING &amp; WORKSHOPS (Please describe training requested, how many will attend, and how many hours you are requesting)</b> <i>Training &amp; Workshops are billed at \$110 an hour for member districts and \$113 an hour for nonmember districts with paper work time to be negotiated</i>	
<b>Target Date:</b>	
<b>Estimated Hours:</b>	

\*Please note that rates are subject to change with each fiscal year, July1.  
 You will be notified in advance if any rate changes before they take effect.

Consultation Referrals expire 1 year from the date received unless otherwise noted.

**Please forward current IEP and any other pertinent documents or reports**

\_\_\_\_\_  
 Special Education Director

\_\_\_\_\_  
 Date

Please return form to the above fax number attention: SEEM Support Services

Updated: 6/18