

## **Parent Written Request for Evaluation**

### **Academic Request for Testing:**

In the event that SAT receives a written parent request for academic evaluation, the SAT Chair must **immediately** meet with parents to explain the RTI process and data that guide interventions. If parent insists on testing then the SAT is to convene as soon as possible and initiate the SAT Academic 1 referral packet. A complete copy of the file should stay with the SAT Team. **(Please refer to the flowchart).**

### **Gifted Request for Testing:**

Follow the Gifted Referral Process

### **Mental Health or Behavioral Request for Testing:**

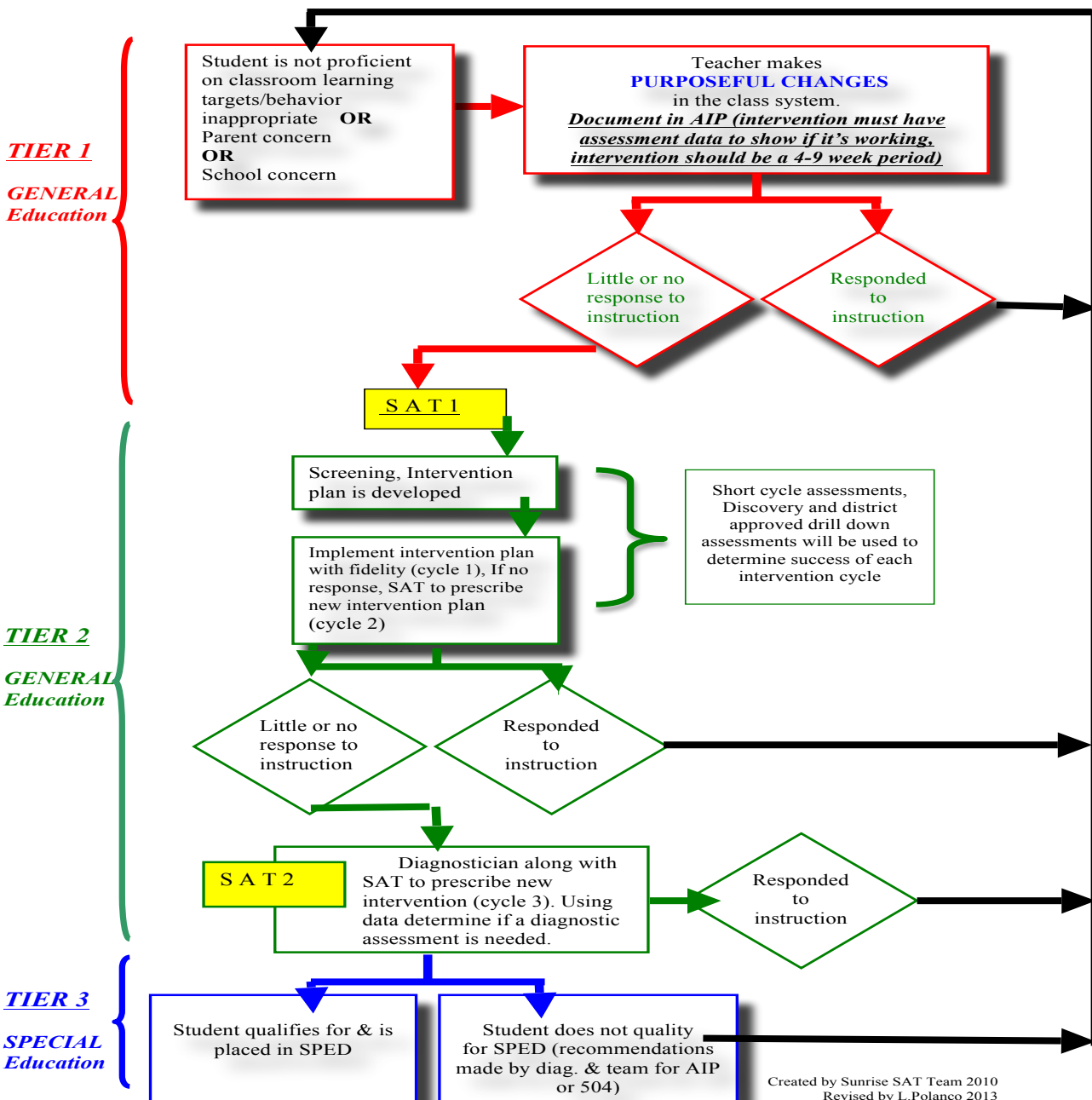
Follow Behavioral Process

Dear Family,

Your child has been referred to the Student Assistance Team due to either academic or behavior concerns. Attached is the paperwork that will give us additional information that will be helpful in determining how to best help your child at school. Please fill it out and return it as soon as possible.

Below is a flowchart that outlines the process. Please contact your child's teacher if you have any questions or concerns regarding this referral. Thank you so much!

Sincerely,  
Student Assistance Team



Created by Sunrise SAT Team 2010  
Revised by L.Polanco 2013

Querida Familia,

Su hija/o se ha referido al Equipo de asistencia estudiantil (SAT) los cuales revisan el progreso y las necesidades educacionales y de comportamiento. Se adjunta la documentación que nos dará información adicional que le será útil en la determinación de cómo atenderle mejor su hija/o en la escuela. Por favor llene y volver tan pronto como sea posible. Abajo se encuentra un diagrama de flujo que describe el proceso. Póngase en contacto con el maestro/o de su hija/o si usted tiene alguna pregunta con respecto a esta referencia. ¡Muchas gracias!

