

MSD Pike Township
Early Childhood Exceptional Learners
7839 New Augusta Road Indianapolis, IN 46268-2467
Phone: 317.387.7103 Fax: 317.387.7139
<http://www.pike.k12.in.us>

Dear Parents,

Thank you for referring your child for a special education evaluation through the school system. Please see the instructions below to complete the evaluation request:

1. Complete the attached Social Developmental History forms.
2. Provide the following enrollment documents to us at the Early Learning Center office, by fax, or email to ajkelly@pike.k12.in.us.

- a. A copy of your child's birth certificate
- b. A copy of your child's shot record
- c. A copy of your driver's license, passport, or identification card
- d. Copies of two proofs of residence:
One must be a lease or mortgage statement
One must be a gas, water or electric bill

***If you are living with a Pike Township resident, we require the documents listed above in the resident's name. We also require 2 additional pieces of mail in your name. You and the resident will need to sign a temporary residence form at the school office.

Please be assured that all this information is kept confidential

Once I have received this paperwork, the referral process begins. I will call you to schedule an intake meeting, at which time I will review the procedural safeguards/parent rights, discuss your concerns, have you sign consent for the evaluation and schedule that evaluation. The school system has 50 school days after obtaining your signed consent for evaluation in which to complete this assessment and hold a case conference to determine if your child is eligible for services. I assure you that we will be happy to conduct the evaluation and this notice is written confirmation of our intent to evaluate. Thank you. We look forward to working with your family.

Audrey Kelly

Early Childhood Coordinator