



NEW MILFORD PUBLIC SCHOOL DISTRICT

DEPARTMENT OF SPECIAL SERVICES

145 MADISON AVENUE, NEW MILFORD, NJ 07646 •Tel: (201)261-2952 ex 1261 •Fax: (201)261-6189

How to Request an Evaluation

If you are a New Milford Resident and would like to request that your child be evaluated by the Child Study Team, you may do so by submitting a letter of request to the Office of Special Services via mail:

New Milford Public Schools
Board of Education
Office of Special Services
145 Madison Avenue
New Milford, NJ 07646
Attn: Mrs. Eileen Horn

You may also submit your request via email to:

Mrs. Eileen Horn at ehorn@nm-psd.org

OR

Mrs. Susan Matthews at smatthews@nm-psd.org

What should you include in your letter?

- Your child's full name, date of birth and address
- An explanation of why you would like your child to be evaluated
- Any example or detail of your concerns that would assist the district in composing the appropriate evaluation team
- Your letter MUST include an original signature

Acceptance of Electronic Mail Requests

NJ 6A:141.2(b)18 of the New Jersey Administrative Code requires that New Milford Public Schools adopt a policy concerning the acceptance of electronic mail requests from parents/guardians regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education. Given that electronic mail does not guarantee authenticity of a submission from the legal guardian of a student, the Department of Special Services will continue to **only accept requests with an original signature of a parent or guardian.** Requests must continue to include the name of the student and parent/guardian, a mailing address, and telephone number.