**SLS Client Contact - Special Ed Intake Form**

**Confidential Attorney/Client**

**Privileged Communication**

**Date:**

**Client:** **Email Address:**

**Caller**:       **Title:**       **Phone#**       **Cell#**

**Name of Child**:       **DOB**:

**Is the child a regular education student?** Yes  No

**Does the child have a Section 504 Plan?** Yes  No

**Is the child eligible for special education?** Yes  No

**Under which category of disability?**

Hearing impairment aka deaf & hard of hearing (DHH)

Hearing & visual impairment

Speech & language impairment (SLI)

Visual impairment (VI) (includes blindness)

Severe orthopedic impairment (OI)

Other health impaired (OHI)

Autistic-like behaviors or Autism

Intellectual disability

Serious emotional disturbance (ED)

Specific learning disability (SLD)

Traumatic brain injury (TBI)

**What is the issue?**

**Please provide a brief description of the issue:**

**Is it urgent?**   Yes  No

**Is it a discipline question?**  Yes  No

**Are you recommending expulsion?**   Yes  No

**Has the child transferred from another school district?** Yes  No

**If so, name/city/state of the district:**

**When did the parent/guardian first make the initial contact with the district?**

How was contact made?  By phone

Walk-in

Letter

Email

**Does the student/family have an attorney or an advocate?** Yes  No

**If so, can you tell if the student/family will have an attorney**

**or advocate attending the IEP meeting?** Yes  No

**Name of attorney or advocate (if known)**

**Request for records issue?** Yes  No

**Office for Civil Rights Complaint?**   Yes  No

**Request for due process hearing?**   Yes  No

**State or federal lawsuit?**   Yes  No

**District Deadline**

**:**

**Please Send the Notice for Any Upcoming IEP Meeting**

**Please send:**

**Meeting notice for any upcoming IEP meeting**

**Current annual IEP**

**Current assessments**

**Current psych report**

**PLEASE FORWARD TO SLS ANY AND ALL DOCUMENTATION**

**RECEIVED FROM OAH, CDE, OR OTHER ENTITIES**

***We cannot file a notice of representation in any matter (OCR, CDE, etc.)***

***until the actual complaint is provided to us.***