

## Requested Information Prior to Your Assessment

To get the most value out of a comprehensive learning assessment, we require information from parents, teachers, and students before the appointment. First, complete an online contact form. Once the contact form is received, we can schedule your appointment. When the appointment is scheduled, we will give you access to the online questionnaires and send you an appointment packet containing BASC forms and a homework packet. We ask that you also gather any previous evaluations and samples of school work. All components need to be completed and received **2 weeks** prior to your appointment in order to ensure that the assessment team has ample time to prepare for your child's assessment. You should plan to spend about two hours filling out the forms and managing your child's and the teachers' pieces.

### Check List

- Contact Form: online form you completed when you signed up for an assessment
- Online Questionnaires: Parent, Student, and up to 3 Teachers
- Homework Packet: Student
- BASC forms: Parent, 1 Teacher, and Student (age 8 and above only)
- Copy of previous evaluation(s)
- Samples of school work (writing and math)

### Online Questionnaires

The questionnaires provide our clinicians with historical and observational information about your child from different perspectives: you, your child, and his/her teachers or tutors.

Once you schedule your child's appointment you will receive an email with login instructions and password information. Please set up access for up to three teachers and feel free to call the office at (877) 680-8921 if you have difficulty with your password or login information.

***\*Please do not confuse the online questionnaires for the contact form you filled out initially.***

### Homework Packet

The homework packet contains academic questions relating to math and writing. This gives our clinicians insight into the neurodevelopmental functions your child may be struggling with. Please make sure that the homework packet is completed in its entirety; including the writing sample.



### **BASC forms**

BASC forms are the colored scantron booklets with multiple-choice questions. They are behavioral screening tools our clinicians use to determine if your child is experiencing emotions or behaviors that may affect his/her learning.

- Do not photocopy the BASC forms
- Don't forget to complete the name, grade, and birth date information
- Only one Teacher BASC form should be completed. Please select the teacher for the subject you feel is causing the most significant difficulty for your student
- If you home school your child, please complete both the Parent and Teacher BASC forms, based on your experiences from each perspective.

### **RETURN TO:**

Center for Student Success  
Attn: Intake  
324 Blackwell Street, Suite 1240  
Durham, NC 27701

Tel: (877) 680-8921 Fax: (919) 680-8949