

IMPORTANT STEPS IN CONSULTATION/EVALUATION PROCESS

Child/Client's Name: _____

DOB: _____

1. Please provide copies of relevant records (prior to or at your initial appointment), including:

- a. Intake Paperwork
- b. ALL Report Cards from Pre-Kindergarten to current Grade
- c. ALL Standardized Testing Information from Pre-Kindergarten to Current Grade
- d. ALL IEP/504/Accommodation Plans from Pre-Kindergarten to Current Grade
- e. ALL Parent Questionnaires BASC and BRIEF
- f. ALL Teacher Questionnaires BASC and BRIEF
- g. Any Relevant Teacher Correspondence
- h. Additional Information Requested by your Doctor.

2. Completing Questionnaires: Following your initial appointment, each parent and teacher will be asked to complete 2 questionnaires each. You will receive e-mails from 2 separate companies (Parinc and Pearson)-*please check your spam folder*- if you do not receive within 48 hours of your initial appointment, please notify our office.

- a. Many families find it helpful to send an e-mail to their child's teacher(s) to alert them that they will be receiving these questionnaires via e-mail.
- b. Please complete questionnaires as soon as possible to allow sufficient time for your clinician to review.
- c. **Please provide e-mail addresses for questionnaires to be sent to:**

Parent Name	Parent Role	Parent E-mail Address
Teacher Name	Subject Taught	Teacher E-mail Address

I consent to have behavioral questionnaires sent to the provided e-mail addresses. I understand that these documents are crucial to making an accurate diagnosis and must be provided to complete the comprehensive evaluation. If all records are NOT received by McCaskill Family Services 5 days prior to scheduled feedback session (for evaluations), there may be limits to the information that can be comprehensively presented at the feedback session already included in the evaluation fee. It may be necessary to have a second feedback session to include any missing documents that you were not able to submit on time. This second session is billed as an additional session fee. Three days notice of cancellation of scheduled feedback sessions is required in order to avoid additional charges.

Signature of Client or Guardian: _____ Date: _____