



APS MLSS Guide on Request for Support Forms: Descriptions and Responsibilities

Name of Request for Support Form	Description	Who COMPLETES Form	Who APPROVES Form	Additional Non-Synergy Forms to be Attached
MLSS Parent Request for Evaluation	-This form documents the request for evaluation by parents and gains consent for screening in areas of Speech and Language if applicable.	Admin	Automatically Accepted	N/A
MLSS Nursing Summary	-Provides a diagnostician's summary of a student's health history for students who are being evaluated for Special Education.	Nurse	Automatically Accepted	N/A
MLSS Layer 3 Dyslexia Checklist	-Checklist for characteristics of Dyslexia form is only for students referred for evaluation in the areas of Reading and/or Writing. This form covers grades K-12.	ES – Reading Teacher Secondary – LA Teacher	Automatically Accepted	N/A
MLSS Layer 3 Outside Evaluation (OE)	-This is a document used to attach an outside evaluation (OE). Examples of OE are: psych-evaluation, neuro-evaluation, etc...	SAT Chair	Automatically Accepted	Outside Evaluation
MLSS Prior Written Notice (PWN) (SAT and Gifted Referrals)	-Provide Parent/Guardian with notification of actions that would initiate, change, the identification or educational placement of their child.	SAT Chair/Admin	Automatically Accepted	*Uploaded to the Electronic/cum m doc tab within Synergy. Change category to Student PWN.
MLSS Layer 3 FBA/BIP	-This form addresses behavioral concerns and the need for a Behavior Intervention Plan. The BIP becomes the student's legal behavior contract with the school/district.	SAT Team @ FBA/BIP Meeting	SAT Chair Accepts	N/A



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MLSS Layer 3 Speech and/or Language Results/Interventions	-Classroom teachers provide concerns with SLP regarding students' Speech and Language concerns. SLPs document screener results, recommendations, and interventions. This form is returned to the teacher in order for MLSS Layer 3 Speech and/or Language Plans are created	Start with a Classroom Teacher. Classroom teacher emails SLP, ready for screening. SLP completes their part and returns to classroom teachers within Synergy.	SAT Chair Accepts if moving to interventions. If no interventions are needed SAT Chair Finalize.	N/A
MLSS Layer 3 SAT Referral Checklist and Meeting Summary Form. A parent survey or interview should be attached to the form.	-Provides a checklist for teachers to complete a referral for a SAT Meeting . The form will also make sure the teacher is referring to all areas of need. -Provides a summary of the SAT meeting. Provides diag. clear picture of how area of concern is affecting the students education. Also, allows principals the opportunity to verify MLSS Layer 3 Interventions were done with fidelity. -Provides a checklist for teachers to complete a referral for a SAT Meeting . The form will also make sure the teacher is referring to all areas of need.	SAT Chair/Admin/ Teacher/Relay Diag.	SAT Chair or Admin Accepts	-Parent/Guardian Survey -Parent/Guardian Survey for English Learners -STAMP Testing Results (if applicable)



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MLSS Manifestation Determination Review	-Completed at the MDR meeting to determine if the conduct in question is caused by or has direct substantial link to the students suspected disability- for students in Layer 3	SAT Chair	Automatically Accepted	N/A *Uploaded to the Electronic/cum m doc tab within Synergy. Change category to Student MDR.
APS Student Retention Meeting	-Completed in the Retention Meeting. Documents who is requesting and reasons for request. Documents school's decision of student retention based on the body of evidence.	SAT Chair	SIS Accepts	N/A