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**Amy Filipowski, Executive Director**  
**Program for Students with Exceptionalities**

Dear Parent/Guardian:

In this website, you can find the needed materials to request a Multidisciplinary Evaluation by the Pittsburgh Public Schools under the Equitable Participation Act. The first form you will encounter is a Request for Evaluation. Please complete and return this in addition to the language preference form, release of information, and parent checklist. Once we received the request for evaluation, a permission to evaluate/consent will be mailed to you within 10 days of receipt of the request. Please be sure to read, sign, provide informed consent, and return the permission to evaluate/consent to initiate the evaluation process. Once informed consent is received, the evaluation must occur within 60 school days of our signed receipt of this form. A School Psychologist will contact you prior to any testing or data collection to further discuss the process and procedures involved in a Multidisciplinary Evaluation.

In addition to the consent, you will find an Authorization to Release Information for the school in which your student is enrolled. By checking Educational Records, we may collect this information from your child's school. Verbal Communication allows us to make arrangements for testing. If you check the third box, we will issue a copy of the Evaluation Report to the school once completed. You have the right to check or no check any of these options. Please return in the provided envelope. Please also reference/complete the attached parent checklist, returning in the provided envelope.

The remaining 40-page document reviews your rights as a parent of a child who is thought-to-have an exceptionality. We are required to send you this document along with the permission form. Please keep it for your records.

If you have any questions about your rights or the Consent to Evaluate, please feel free to contact me at 412-529-3193 or [itarbell1@pghboe.net](mailto:itarbell1@pghboe.net). In addition, if you have not heard from the assigned School Psychologist in a reasonable amount of time, please feel free to contact me for follow up. Additionally, please contact me if you need this paperwork mailed to you with included return postage.

Sincerely,

ISAAC TARBELL, ED.S. SUPERVISOR OF PSYCHOLOGICAL SERVICES  
PROGRAM FOR STUDENTS WITH EXCEPTIONALITIES  
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