

Checklist: only applies to comprehensive evaluation (note \* for IQ or academic evaluation)

- \_\_\_\_\_ 1. PRINT out all attachments
- \_\_\_\_\_ 2. FILL OUT first six attachments (\*first three attachments for IQ or academic eval)
- \_\_\_\_\_ 3. Check last attachment, **Welcome Letter**, for typos, note your provider's name and contact information
- \_\_\_\_\_ 4. Return completed forms by FAX or SCAN no later than one week prior to appointment, then bring ORIGINALS to the appointment
- \_\_\_\_\_ 5. Check your email and forward teacher online ASEBA questionnaire to teacher's email (\*not for IQ or academic eval)
- \_\_\_\_\_ 6. Check your email and complete parent (and student if age 11 or older) online ASEBA questionnaire no later than one week prior to appointment (\*not for IQ or academic eval)
- \_\_\_\_\_ 7. Send in any previous evaluation documents and/or school records by FAX or SCAN
- \_\_\_\_\_ 8. Make sure student has had a good night's sleep and full meal PRIOR to the appointment.
- \_\_\_\_\_ 9. IF student routinely takes medication, have them on it. If they wear glasses, bring them.
- \_\_\_\_\_ 10. Bring water/drink and snacks to be used on "breaks" throughout testing
- \_\_\_\_\_ 11. Double check Directions to office document, don't rely on GPS
- \_\_\_\_\_ 12. Adult should be prepared to remain in reception during testing
- \_\_\_\_\_ 13. Be prepared to make payment at appointment
- \_\_\_\_\_ 14. Look at your calendar and be prepared to discuss days/times you are available for a one-hour feedback session 2 to 3 weeks after last day of testing (\*not for IQ or academic eval)
- \_\_\_\_\_ 15. Please arrive about 5 minutes early. We start on time (unlike most doctor's offices) and tend to finish on time.