OT/PT is considered a “RELATED” service, therefore are available to complement the team  
to enhance a child’s school program and assure a child is able to access the  
school environment and educational materials. The ultimate goal is to allow the child  
to function as independently within the school setting using strategies he or  
she has learned without the need for formal services.    
   
In order to request a screen of a child, you must fill out a form titled “REQUEST FOR PHYSICAL/OCCUPATIONAL  
THERAPY SERVICES”. These can be obtained through the guidance counselor.  Please check whether the child has been reviewed by the child study team/CST, has a current medical diagnosis, or any  
other past medical history including previous service as well as be eligible for  
special education services.   
  
 If a parent makes a request for and OT or PT screen, a prescription must accompany this. If someone on the educational team is making a request, then again as stated previously, the child must have a  
current diagnosis, have gone through CST or be eligible for special education service. In addition, the screen should be filled out by someone on the educational team, not the parent. Any screen then needs documentation as to when the parents were made aware that this process is happening. At this point you are more than welcome to add any comments the parents may have also.  This form then needs to be sent to  
Central Office, attention Special Education Department. It would also be helpful  
to make a copy and put it in the OT/PT box at the school.  Before  
you request a screen for OT/PT services, please again review the criteria for  
eligibility listed below.  
  
 1.  Most importantly, a child needs to be identified through child  
study, have a significant delay that inhibits function in the educational  
setting, be eligible for special education services or have a medical diagnosis  
to be eligible for services. The reason for bringing a child up to CST is  
because almost 99% of the time, issues that arise are not only OT or PT in  
nature, but also are affecting academic areas which need to be addressed. This  
is where the team is important and not just the PT or OT alone. If a parent  
requests a screen, it is important to explain to them if their child has not  
been identified that there is a process in place as mentioned previously prior  
to requesting this screen. They need to provide medical documentation that a  
service is needed. A student needs to have a significant delay in fine motor  
and/or gross motor deficit in his or her ability to **function**  
in the school environment. According to IDEA, a child must be eligible also for special education services.  
  
2.  A teacher needs to have tried strategies or alternatives within the  
classroom before requesting a formal screen.  It is important to look at the “whole” picture of each  
individual child.  His or her difficulties may stem from a variety of reasons including lack of exposure to a  
task the child is being asked to do, global developmental delays, mental  
retardation, attention or behavior issues which may not necessarily warrant  
OT/PT services. Also see suggested list of strategies.   
   
3. The delay demonstrated by a student must be such that it significantly   
inhibit his or her ability to function within the school environment.            
(i.e.-unable to walk up stairs, unable to effectively access educational   
material, unable to attain age appropriate functional performance in  
school related tasks etc.)  
  
When the referral form is received at central office with completed information, and it is deemed appropriate by the Supervisor of Special Education, it is then forwarded to the OT or PT. At  
that time or soon after, the teacher making the request is contact and screen  
process begins. We allow 60 calendar days to complete the process and send the  
report with recommendations to the educational team including the parent when  
screen is complete. Most often, it is done well before the 60-day period.  
   
If the child is eligible for a full evaluation based on screen results, the teacher and parent are advised and  
parent signs permission for full evaluation. This may include more formal  
testing or observations.   
  
If child does not qualify for occupational therapy based on screen results, most  
likely strategies and recommendations are made if appropriate and the process is  
completed with the understanding that if issues arise a therapist is always available  
for questions.  
  
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