



Date \_\_\_\_\_

**Dear Parent or Guardian,**

Your child has been referred to the School Medical Autism Review Team (SMART) due to concerns of possible Autism Spectrum Disorder (ASD). Enclosed is a packet of information and forms that are needed to further address this issue. Please read this material and follow all instructions so we can be of utmost help to you and your child.

**Steps for Autism Evaluation**

Our ASD screening process requires 1. **Gathering** all relevant information concerning your child's medical, academic, family, & social history and 2. **Returning** all information to the SMART team or diagnosing provider.

- A. Parents/Caregivers, please complete and return to our office the following forms (enclosed)
  - 1. Authorization for Release of Records
  - 2. SMART Demographics Form
  - 3. SMART Tools. (Make copies if needed)
  
- B. Give a SMART Tool to anyone familiar with your child such as current teacher, SLP, OT, and/or Daycare provider. Copies can be made as needed.
  - It is your responsibility to ensure the school/providers return these forms to you prior to submitting the package for the SMART team to review.
  
- C. Provide our office with school and medical reports (no originals please):
  - Report Cards –past 2 years.
  - Reports of any testing done by school psychologists, occupational, language, or physical therapists, Child find, development screening (IFSP's from Birth-3), or school district required testing.
  - Copies of 504 plan or IEP's if applicable
  - Reports of any previous evaluations by physicians, psychologists, or psychiatrists.

(Ask for copies of these if needed. Bring in person or have the school or medical office fax to us)

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**Please give completed documents to:**

**The Arc of Grays Harbor, 523 W First St. #1, Aberdeen, WA 98520. 360-537-8816 (fax) alert: SMART**

**Deliver documents by this date: \_\_\_\_\_.**

Upon receipt of the information, our team will assess the data and begin the review process.  
The review process should take between 30-60 days.

If other arrangements need to be made,  
call 360.537.7000 or email autismbehavior.resources@gmail.com