

Evaluation request (FBA / BIP)

The letter that starts the clock.

DO THIS

1. Put “written request for evaluation” in the first line.
2. Name the area of concern: behavior.
3. Attach your log summary as proof.
4. Say you consent to evaluation and ask for the consent form.
5. Keep a copy and note the date you sent it.

SAY THIS

“I request a functional behavior assessment (FBA) for my child.”

“Please send the consent-to-evaluate form so we do not lose time.”

1 STOP

Hands still. Feet still.

2 BREATHE

In through the nose, out slow.

3 SAY WHAT I NEED

Use your words, not your body.

PRACTICE IT ON A CALM DAY

I DO: I show you. I say the 3 steps out loud.

WE DO: We do the 3 steps together, slow.

YOU DO: You try the 3 steps on your own.