

Sample Letter to Request Assessment for Regional Center Services

NOTE: A child from 0 until age 3 may be eligible for Early Start. Children age 3 or older with a diagnosed developmental disability or suspected developmental disability should also be referred to Regional Center AND the Local School District.

ALWAYS MAKE REFERRAL IN WRITING WITH PROOF OF DELIVERY!

Intake Coordinator
Regional Center of the East Bay
Creekside Plaza
500 Davis Street, Suite 100
San Leandro, CA 94577
(510) 383-1200 / (510) 618-6100
Fax: (510) 678-4100

(Insert Date)

On behalf of my child OR a child in my caseload, , (insert child name), date of birth (insert date of birth) I am hereby requesting an intake assessment to determine if a developmental disability exists.

I believe this child has a developmental delay for the following reasons:
(Bullet reasons here—the more reasons the better),

Some examples:

- Has a marked speech delay (IS TWO YEARS OLD, AND SAYS ONLY TWO WORDS, FOR EXP)
- Pediatrician has alerted us that child is not meeting developmental milestones in some areas.
- Did not meet developmental milestones for crawling and walking (IS NOT SITTING UP AT 12 MONTHS OLD, FOR EXP)
- WAS BORN EXPOSED TO DRUGS
- HAD VERY LOW AGAR SCORES AT BIRTH (LESS THAN 6 ON ANY INDICATOR)
- Had bleeding in the brain
- Was premature and spent significant time in the hospital after birth
- NEEDED OXYGEN AND A VENTILATOR FOR MORE THAN TWO DAYS
- Flaps his arms when he is excited
- Displays significant tantrums and meltdowns when unexpected events occur
- Plays with toys in a repetitive manner, such as lines his cars up over and over
- Seems to be in his own world
- Has been diagnosed with autism by his physician

Please contact me within 48 hours to schedule our initial intake and assessment, to take place within 15 days of this notice. I understand that assessment must be complete within 60 days of me agreeing to the assessment plan.

My contact information is as follows:

Your Name

Your Daytime Phone #

Your cell phone #

Your e-mail address

Your mailing address

Thank you for your time and consideration.

Sincerely,

Your Name