Stamp of the school

***Letter to the parents***

Information about the procedure for the assessment of special educational needs and the place of support procedural decision (AO-SF)

Dear parents or guardians,

The aim here is to examine how your child can be better supported at school in the future. In particular, the aim is to determine **whether your child needs special educational support in order to attend school successfully**.

The following information will give you an overview of how the process works and how you will be involved:

* Over the next few weeks, a special needs teacher will work together with a teacher from your child's school to draw up a report which will provide information on whether your child needs special educational support and, if so, how this support can be provided.
* In addition, a school medical examination may be carried out by the responsible health authority. Please accompany your child to the examination appointment, which will be communicated to you in good time.
* If specialist services (e.g. counselling services, medical specialists) have given you written or verbal information about your child, you should pass this on to the teachers.
* As part of the assessment process, the appointed special needs teacher will visit your child's classroom, carry out various tests and consult the teachers involved. We will also talk to you about your child's health and educational development to date.
* If no agreement is reached with you on the statements in the report in a final meeting, you will be invited to a further meeting at the education authority.
* There you would have the opportunity to obtain further information and advice about the future support of your child. The required focus of the support would be explained to you and the possibilities of special educational support would be discussed.
* The school authority will then decide on your child's need for special educational support, the special educational focus(es) and the need for differentiated support. If you have special educational needs, you can choose a general school with a joint learning programme or a special school (parents' choice). The education authority will submit a schooling proposal to you.

You will be notified of the decision in the form of an appealable decision.

Letter to the parents on the procedure in German /

Paderborn Education Authority School Year 2023/24