



BOCES Southern Westchester

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

CENTER FOR SPECIAL SERVICES • 1606 Old Orchard Street, White Plains, New York 10604 • (914) 948-7271 • fax (914) 948-7598

ASSESSMENT/EVALUATION REQUEST FORM • 2023 – 2024

DISTRICT: _____ Request Date: _____ Requested By: _____
Title _____

CASE CONTACT: _____
**The case contact is the district point person designated to assist the evaluator(s) in setting up appointments, providing reports, IEPs and other general information*

Phone: _____

E-Mail: _____

Please Check One:

☐ INITIAL EVALUATION

☐ RE-EVALUATION

STUDENT NAME:

GRADE:

AGE:

DOB:

Parent/Guardian:

Home Telephone or Cell:

E-Mail:

Work Telephone:

LOCATION:

Home

School

Remote

Hybrid

Provide specifics in the space below, including FULL name of school, address of school/home, and/or remote information. Otherwise instruct the provider to call the Case Contact for more information.

***Please provide the latest date Evaluation can be submitted:**

Select Evaluation(s) from the Dropdown Menu:

****If you would like the evaluator to attend the CSE Meeting/Program Review, indicate all information below (date, time, location):*

Please check appropriate statement – provide consent form as attachment or confirm that consent is on file

☐ Parental Consent Form Attached

☐ Parent has been notified of this request; consent is on file at School District Office

Please submit your request to:
Southern Westchester BOCES
c/o Sherri Koval
1606 Old Orchard Street
White Plains, NY 10604
Phone: 914.948.7271, Ext. 1222
Fax: 914-428-3306
Email: skoval@swboces.org

*** For Assistive Tech evaluations, referrals cannot be processed without a submitted IEP, no exceptions**

**** For Functional Vision Assessments, referrals cannot be processed without a submitted recent ophthalmological report, no exceptions**

† **Notes/Comments:** (Specify any additional information that the evaluator should know about this referral, e.g., discussion of findings with parent, specific tests, special circumstances, conditions, etc.)