

BALTIMORE COUNTY PUBLIC SCHOOLS

Office of Special Education

Office of Technology in Special Education

Written Communication / Computer Access Referral Form

Please Note: School based OT must be consulted prior to submitting this referral.

To be completed by the school staff:

Student \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent email: \_\_\_\_\_

School providing service: \_\_\_\_\_ Referral Source: \_\_\_\_\_

Teacher \_\_\_\_\_ Case Manager: \_\_\_\_\_

IEP Chair/Administrator \_\_\_\_\_

Contact Person: \_\_\_\_\_

Check all that apply:

General education		Inclusion		Self Contained	
CALS		FALS		Adapted	

Current Related Services:

Related Services	Name	Email Address
SLP		
OT		
PT		
DHH		
VI		
Other		

Diagnoses: \_\_\_\_\_

Current Educational Handicapping Condition/Disability: \_\_\_\_\_

The following information must be attached to this form:

- \_\_\_\_\_ Signed parent permission for assessment (for initial visit only)
- \_\_\_\_\_ Completed referral form
- \_\_\_\_\_ Most recent educational and therapy assessments
- \_\_\_\_\_ Samples of written work and other pertinent information

Office of Special Education, Office of Technology in Special Education, Marsye Kaplan, Team Leader  
8101 LaSalle Road, Baltimore, MD 21286, 410-887-2299, fax 410-828-3938

<http://www.bcps.org/offices/assistechn/default.html>

Written Communication/Computer Access Referral Form, 4/2011

**What is the reason for this referral?** \_\_\_\_\_

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**WRITING TASKS/ COMPUTER ACCESS TASKS:**

<b>General Considerations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has adequate range of motion			
Has adequate muscle tone, reflexes, and strength			
Tires before task is completed			
Meets writing demands of classroom			

<b>Writing</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Pencil grasp/grip is functional			
Writes legibly			
Writes within reasonable amount of time			
Writes on lines			
Sizes writing to fit spaces			
Can write letters			
Can write words			
Can write phrases			
Can write sentences			
Can write paragraphs			
Can write page or more			
Can do 'fill in the blank'			
Can write short answer			
Can write brief constructed response (BCR)			
Can write extended constructed response (ECR)			
Can take notes in worksheet format			
Can take notes independently			
Can copy from a desk copy/book			
Can copy from board			
Writes independently			

<b>Written Expression/Mechanics</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Difficulty expressing ideas in writing			
Punctuation			
Capitalization			
Grammar			
Spelling			

<b>Keyboarding</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Able to use standard keyboard			
Familiar with many basic keyboard functions			
Avoids striking unwanted keys			
Able to use standard mouse			
Able to left click the mouse			
Able to double click the mouse			
Able to click and drag with the mouse			
Meets writing demands of classroom			
<b>Add additional tasks here:</b>			

**TOOLS:**

	<b>Tried</b>	<b>Helped</b>	<b>Didn't Help</b>
Reduced writing requirements			
Additional time			
Dictates or gives answers orally			
Teacher provides notes			
Special pencil or marker			
Pencil/pen with adaptive grip			
Adapted paper			
Slant board			
Use of prewritten words/phrases			
Portable word processor			
Computer with word processing software			
Graphic organizer			
Talking word processor			
Speech to text software			
Word prediction, abbreviation/expansion			
Accessibility options on computer			

Add additional tools here:	Tried	Helped	Didn't Help

**Is a portable word processor available?** \_\_\_\_\_

**Is a computer available for student use in your classroom?** \_\_\_\_\_

**Is there additional information to share?** \_\_\_\_\_

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**Return all referral information to: Marsye Kaplan, Loch Raven Academy**

*Include samples of student's written work.*