



## **How to Request an Evaluation**

If you are a West Milford resident, and would like to request that your child be evaluated by the Child Study Team, you may do so by submitting a letter of request to the Office of Special Services via mail or fax:

West Milford Township Public Schools  
Board of Education  
Office of Special Services  
46 Highlander Drive  
West Milford, NJ 07480  
Attention: Dr. Elizabeth McQuaid

(or)

Fax: 973-697-8351



### ***Please be sure to include:***

- Your child's full name and date of birth
- An explanation of why you would like your child evaluated
- Any example or detail of your concerns that would assist us in composing the appropriate evaluation team
- Your contact information including address, phone number, and email
- Submission of letter with original signature

## **Acceptance of Electronic Mail Requests**

NJ 6A:141.2(b)18 of the New Jersey Administrative Code requires that the West Milford Township Public Schools adopt a policy concerning the acceptance of electronic mail requests from parents/guardians regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education. Given that electronic mail does not guarantee authenticity of a submission from the legal guardian of a student, the Department of Special Services will continue to **only accept requests with the original signature of a parent/guardian**. Requests must continue to include the name of the student and parent/guardian, a mailing address, and telephone number.

*Please contact the Office of Special Services with any questions at  
973-697-1700 ext. 5041*