



## Intake Request

To be considered for enrollment, parents or school districts can make a referral by mailing a copy of the initial report of the child's diagnosis with a brief cover letter describing the child (including date of birth, parent name(s), address, and phone number, and a summary of services the child is currently receiving) to EPIC.

**Candidate's Name\*:** \_\_\_\_\_

**Gender:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### Parent Guardian Information:

**Mother's Name\*:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home:**(    ) \_\_\_\_\_ **Cell:**(    ) \_\_\_\_\_ **Fax:**(    ) \_\_\_\_\_

**Email:** \_\_\_\_\_

### Sending District Information:

**Case Manager/Director:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Sending District:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Relationship of individual requesting intake (circle one):** Parent/Guardian    Child Study Team

-----*TO BE COMPLETED BY EPIC ADMINISTRATION ONLY*-----

Diagnosis/Eligibility Criteria: \_\_\_\_\_ Source/Date: \_\_\_\_\_

Records included from: Parent / Family \_\_\_\_\_ School District \_\_\_\_\_

Completed on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Updated on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Return this form to:  
**EDUCATIONAL PARTNERSHIP FOR INSTRUCTING CHILDREN**  
238 Farview Avenue | Paramus, NJ 07652  
Tel: 201-576-0600 | Fax: 201-576-0699  
EMAIL: [epic@epicschool.org](mailto:epic@epicschool.org) | Web: [www.epicschool.org](http://www.epicschool.org)



## **Policies and procedures for EPIC Admissions**

Interested parents, guardians or child study team members should call the school to discuss possible placement with the administration. An intake request form should be completed and returned to EPIC. All interested parties are welcome and encouraged to come to EPIC for a tour and presentation with EPIC personnel.

If interested in pursuing placement, a file should be submitted to the Principal's attention and must include:

- the most current IEP
- relevant diagnostic and evaluation reports
- a brief cover letter describing the child, including parent/guardian contact information

The clinical team will review and assess the file based on:

- Confirmed diagnosis of autism or PDD-NOS ASD?
- Age of the prospective student
- Skill level of the prospective student
- Student's potential benefit from EPIC Services
- Match with potential peers already at EPIC

Should an opening not be available, the records will be returned to the sender with a letter from the EPIC Principal indicating that the school does not have any openings.

Should EPIC have an opening, an administrator will contact the parent/guardian to set up an intake assessment/interview.

An EPIC administrator will forward the parent/guardian a parent application that will be completed and return prior to the interview.

The clinical team will assess the candidate with the district representative present. The parents/guardians will interview with the administrative team. The primary goal of the parent interview is to get to know the family. Parent interviews are private and confidential.

Once a decision has been made, the district representative will be notified of the intake status. EPIC will not be in communication with the parents after the intake assessment.

Should an opening not be available, the records will be returned to the sender with a letter from the EPIC Principal. Please note intake decisions are at the sole discretion of the EPIC Executive Team. The EPIC Board of Trustees will be notified of a placement as been offered to a student.

Parents and district representatives understand that EPIC is dedicated to providing the highest quality education using ABA (applied behavior analysis) to those with autism spectrum disorder. We use ABA instruction to target a variety of instructional domains including academic, adaptive behavior, communication and fine and gross motor competencies. EPIC does not provide "related services", including but not limited to speech, OT, PT, etc. as part of its instructional program.