

REED Academy, Inc.
Request for Intake

Complete form and return to the REED office. Please note that completion of this form may not result in an intake and subsequent placement.

Child's Name: _____

Child's Date of Birth: _____ Child's Sex: (circle one) Male Female

Child's Educational Classification: _____

Diagnosis of autism or PDD-NOS was confirmed by:

Name of Evaluator: _____

Agency: _____

Parent/Guardian Name: Mr. / Mrs. / Ms. / Dr. _____

Cell number: _____ E-mail: _____

Parent/Guardian Name: Mr. / Mrs. / Ms. / Dr. _____

Cell number: _____ E-mail: _____

Home Telephone Number: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Sending School District: _____

Child Study Team Contact Person: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

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

Signature(s) of Individuals Requesting Intake

Date

Mail completed form to: REED Academy • 25 Potash Rd., Oakland, NJ 07436 or Fax to: 201-644-0764

REED Academy, Inc.
Admission Policy
Philosophy

It is the goal of REED Academy to provide educational opportunities for approximately 30 children and youth, ages three through twenty-one. It is the goal of REED Academy to serve children with autism and related pervasive developmental disabilities who demonstrate the wide range of characteristics of these disorders.

REED Academy accepts “families,” not students. Parent(s)/guardian(s), at the time of intake, must demonstrate a willingness and ability to be active participants in their child’s educational and treatment programs.

Services shall not be denied to any otherwise eligible person because of socioeconomic status, race, color, religion, sex, sexual orientation, or national or ethnic origin (Section 504 of the Rehabilitation Act, 1973).

Admission Procedures

Interested parents, guardians, or child study team members complete a *Request for Intake* form.

The REED Director will notify the Board of Directors that an opening has become available, intakes are being scheduled, and when a candidate has been selected.

When an opening becomes available, the REED Director will review the intake file to determine appropriate candidates for the opening. Appropriate candidates will be selected using the following criteria:

- Confirmed diagnosis of autism or PDD-NOS
- Age of the prospective student
- Skill level of the prospective student
- Student’s potential benefit from REED services
- Match with potential peers at REED

Parents/guardians/child study team members will be contacted to determine if there remains an interest in placement at REED. If the party is still interested in placement, current records, including medical and educational evaluations, will be requested. The REED Director will review student evaluation files. This is the only time anything other than the intake form will be requested.

If the records meet criteria for the opening, an interview will be scheduled.

Parents/guardians/child study team members must accompany the candidate to the interview. The REED Director will participate in the intake procedures. The REED Director will review the intake results. Intake decisions are at the sole discretion of the REED Director.

Applicants will be notified of their status.

All additional materials (e.g., evaluation forms, videotapes) from families and/or child study teams whose children have not been accepted into the program will be shredded. Applicants who are not accepted may request that the intake form be kept on file for future consideration.