

## Instructions for Completing the RCLD Packet

1. **Referral Letter/Checklist:** Complete the identifying information (up through “Disability Service Representative”) on the *Referral Letter/ Checklist*. **Do not sign or date this page or check off anything** on the checklist until you have met with your Disability Service Provider or the designated person at your Office of Disability Services.
2. **Consent for Evaluation:** Please read this document in its entirety and fill out/initial where indicated. Then sign and date the last page.
3. **Consent to Contact:** If you are willing to participate in research projects at the Regents Center, please read, sign and date this form. Your participation is completely voluntary; declining will not affect your eligibility for evaluation.
4. **Client Case History Questionnaire:** Please complete all pages of this questionnaire. Every line or box must have a written response; do not leave blanks. If a question does not apply to you, mark the space with “NA” (for Not Applicable). A parent or guardian may help you answer questions regarding your early background. Missing/blank information may delay your application for evaluation.
5. **BAARS-IV Other Report – Childhood Symptoms:** This should be completed by an adult who knew you well between the ages of 5-12. Do not complete this form yourself because an independent rater is required, but the same person (for example, a parent) can complete both the childhood and current adult checklists.
6. **BAARS-IV Other Report – Current Symptoms:** This should be completed by an adult who has known you well during the past 6 months. Do not complete this form yourself because an independent rater is required. This could be a parent, spouse, other relatives or close friends.
7. **Additional Required Items:** There are four items noted on the application “Checklist,” that are not forms in the packet you received. You must obtain the following items and include them when submitting your application packet. They are:
  - a. **Transcripts.** Supply a copy of all college transcripts, including previously attended institutions. The transcripts may be unofficial copies; you do not need to order/pay for them. They should include courses that did not transfer, courses from which you withdrew, or that you failed. If high school transcripts are available, please include these as well. If you have been accepted for admission or you are a freshman with only a few college courses listed on your college transcript, you will need to supply an unofficial high school transcript.
  - b. **Past Evaluations and Pertinent Medical Records.** Include copies of reports/results from any previous evaluations or testing of any psychological or medical conditions that could affect learning. These may include, but are not limited to, psychoeducational evaluations (current or in the past); Individualized Education Plans; evaluations of psychological conditions such as depression or anxiety; medical evaluations of seizures,

head injuries, or other conditions that may affect cognitive functioning. These records are very helpful to the RCLD assessment team in understanding your present difficulties at school. If you don't have copies of these records, contact the doctor, practitioner or institution where you were evaluated or treated, and ask for a copy of your records to include with your packet.

c. **Two writing samples** must be turned in with your RCLD packet.

- i. **Sample of your best writing.** A term paper or writing assignment would be best. This could be a paper for which you received help from others such as a professor, proofreader/tutor, or parent. You may use a computer with spell check and grammar check.
- ii. **Sample of your "unassisted" writing.** Make an appointment with your disability service provider to do a timed writing sample. A topic and writing materials will be provided.

8. **Hearing Screen:** A hearing screen form is provided for you to take to a qualified provider for completion. Some audiologists use their own forms, which are also acceptable. Your Disability Services Provider may be able to suggest a location for a hearing screening. For example, you may be able to be screened at a public health clinic; go to <http://health.state.ga.us/regional/index.asp> for further information. In addition, the Speech and Hearing Clinic at Georgia State University (404-413-8044) offers free hearing screenings for GSU students and low-cost screenings to others, but you need to allow time to get an appointment. The clinic is closed during breaks. Hearing screenings may also be obtained at the Speech Clinic at University of West Georgia. Call 678-839-6145 for more information.

Once you have completed your hearing screening, attach the report/results to your application packet.

9. **Financial information:**

- The non-refundable \$250.00 deposit must accompany the completed packet. Make your check or money order payable to **Georgia State University**. The Office of Disability Services will send the completed packet to RCLD; an appointment cannot be scheduled without the deposit.
- We have included a letter in this packet that may help you identify sources of payment. Medical insurance often will not pay for neuropsychological evaluations, but students may want to investigate this option. If you are a Department of Labor Division of Rehabilitation Services (Vocational Rehabilitation) client, VR may be willing to cover the cost of your evaluation.

10. **Cancellation Policy:** Please read this document in its entirety. Then sign and date.

11. Once the completed packet is turned in, you will be contacted by the RCLD, rather than the Office of Disability Services, to schedule an appointment.

12. For more information regarding the RCLD go to: [www.gsu.edu/rclid](http://www.gsu.edu/rclid).