



ALABAMA STATE DEPARTMENT OF EDUCATION SPECIAL  
EDUCATION SERVICES ALABAMA AUTISM INITIATIVE



**REQUEST FOR SERVICES**  
***The Learning Tree***

LEA: \_\_\_\_\_ Date: \_\_\_\_\_

Person Requesting: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please e-mail this form along with the additional required information to Ms. Tina Sanders at [tsanders1@alsde.edu](mailto:tsanders1@alsde.edu) or call 334-242-8114 for more information. All requested documents that contain Personally Identifiable Information (PII) must be sent through the ALSDE Secure File Sharing Server. Upon receipt of this request, you will be e-mailed the secure file sharing server to upload the documents. **Do not send this request directly to The Learning Tree. Special Education Services will not be responsible for payment for requests sent directly to The Learning Tree.**

After all information is received this request will be reviewed for accuracy and required documentation and sent to The Learning Tree by the ALSDE. The Learning Tree will contact you for additional information and to schedule the requested service(s).

\_\_\_\_\_ **Consultation for Individual Students - Board Certified Behavior Analysis-** The need for this service should be determined by the IEP team for students with critical behavioral needs only after all other local efforts have been tried and documented to be ineffective by the IEP team. Individual student consultation services may be requested for behavior reduction or skill acquisition issues that are outside of the area of expertise of the LEA. Services may include a specific functional behavioral assessment and behavioral intervention program for a student based on his or her individual needs. Services will be provided by a Board Certified Behavior Analyst from The Learning Tree.

**Information required:** *Signed Notice and Consent for Reevaluation.* Submission of documentation of strategies and interventions that have been attempted and proven ineffective.

\_\_\_\_\_ **Applied Behavior Analysis and Technical Assistance—**Training will be provided by a Board Certified Behavior Analyst for small groups of teachers in classroom management techniques demonstrating various behavior analytic techniques. Training in the use of a data driven model of assessment and development of a program will also be offered. These trainings will be conducted on-site and will allow the trainee to demonstrate the learned techniques in his/her classroom environment.

**Information required:** Submission of the specific technical assistance need that has been identified by the system.

\_\_\_\_\_ **Preschool Best Practices for Students with ASD—**In order to build capacity for providing evidence based practices for preschool students with ASD, on-site individual preschool program assessments for LEAs will be conducted by the Learning Tree staff. Five days of follow-up training in the identified areas of the assessment will be provided at a preschool program site operated by The Learning Tree. LEA preschool teachers will be paired with a Learning Tree teacher to have specific behaviors modeled. The LEA preschool teachers will demonstrate the behaviors with feedback provided by Learning Tree staff. A one to two day follow up at the LEA preschool will be conducted by The Learning Tree staff within three weeks after training to monitor progress.

**Information required:** Submission of the specific technical assistance need that has been identified by the system.

\_\_\_\_\_ **Follow- up consultation – Board Certified Behavior Analysis-** This request is limited to a student for whom the LEA has already received consultative services and the student is no longer making progress.

**Information required:** A minimum submission of 3 weeks of data collection demonstrating regression of behavior that has been reported to parents.

APPROVED: (Special Education Coordinator approval must be received prior to request being initiated)

\_\_\_\_\_  
Special Education Coordinator