



SPECIAL EDUCATION DEPARTMENT

Thank you for contacting the Oakland Unified School District /Diagnostic Center Special Education.

This letter has been sent in response to your request for a special education assessment of your child.

In order to process your request, we will need to receive a completed parent/caregiver questionnaire or a letter detailing your concerns **AND two** proofs of residence, such as a utility bill (PG&E, water), paystubs, letter from a government agency, rental property agreement, etc.

The enclosed packet includes a questionnaire and required documents that should be completed to help Diagnostic Center assessors get to know your child, accurately address your concerns, and determine any assessment needs.

The following items should be sent along with your request:

- Two (2) proof of address (example: utility bill, paystub, car registration, medical, SSI etc).
- Completed Parent/Caregiver Questionnaire (attached).
- Completed Teacher Input Form (attached) **if** your child attends preschool or a childcare facility. (**OPTIONAL**)
 - Written verification of hearing and vision screening results (must be completed within the last 12 months) (**OPTIONAL**)
 - Copies of any previously completed assessments of your child. (**If applicable**)
 - Verification of child's birth date (ex. Birth Certificate, Hospital Record) If the document does not contain the Parent/Guardian name, additional guardianship verification is required.
 - Parent/Guardian picture ID

Upon receiving these items, Diagnostic Center must reply within fifteen (15) calendar days with a written Assessment Plan (AP) for your child, or Prior Written Notice (PWN) letter explaining why an assessment will not be conducted.

Please note that this timeline does not apply during summer recess, or school holidays exceeding five (5) days (e.g. winter break).

Please complete the application via or google form <https://forms.gle/B5WabU2WwyXXAj4QA>

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