

**South Orange Maplewood School District
Department of Special Services
525 Academy Street
Maplewood, NJ 07049
Telephone: 973-762-5600 ext. 1840
Fax: 973-378-2874**

Request for an Evaluation by the Child Study Team

1. School initiated and parent referrals can be requested via the Department's Email Address:
referrals@somsd.k12.nj.us

2. Parent Referrals can be requested via a hand-delivered or regular mail letter addressed to:

Assistant Superintendent of Special Services
Department of Special Services
525 Academy Street
Maplewood, New Jersey 07040

The referral will be acknowledged via a written letter addressed to the source of the referral, with a copy sent to the child study team, building principal and vice principal, and supervisors.

School personnel will be responsible for completing the I&RS Request for Assistance Packet if the referral was initiated by a party other than the I&RS/PIRT.