



Procedure in accordance with the directive on special educational support, home school and school for ill persons (AO-SF)

Guidance on the course of the procedure that will be carried out for your child

Dear Parent,

In the near future, a procedure will be carried out for your child. The aim thereof is to determine whether your child requires special educational support. The procedure will be carried out by the local education authority for the district of Gütersloh, as the responsible school supervisory authority.

Overview of the procedure:

1. Two members of the teaching staff will jointly create a report on your child. This will require your assistance and participation. Both teachers will invite you to a discussion in order to let you know about the course of the procedure. Please provide them with any observations and experiences you've had with your child at home. If a doctor has given you written or oral disclosures regarding your child, please provide these to the teachers. Any information disclosed will be treated as strictly confidential.
2. As is the case for all of the other children, your child will be, or has been, examined by the school doctor. Further examinations may be conducted if required during the course of this procedure. You will be informed if any further examinations are deemed necessary.
3. The teaching staff will create a report on your child and explain it to you in a personal discussion. You will consequently be informed which schools with collaborative learning or which schools for children with learning disabilities your child can attend. You are welcome to state a preference.
4. The report will be submitted to the local education authority for decision alongside all of the relevant documents by the appointed teaching staff. The local education authority may require additional reports.
5. After reviewing all of the documents, the local education authority will determine whether your child requires special educational support and which school will best support your child's educational requirements. You are welcome to personally discuss this with the local education authority. Please also feel welcome to approach the teaching staff at any time to discuss your child's future educational support, independently from the discussions on the current procedure.
6. The local education authority will inform you in writing of the decision on which school will best suit your child and justify this choice. Following this, please register your child at this school, provided this isn't the school that your child already attends.

It's in the interest of your child that you participate and attend all discussions during this procedure.

It's our aim to ensure that your child receives the educational support they need, and that's why we would like to take time to meet the correct decision. Your patience is much appreciated!

Kind regards