



LARAWAY YOUTH & FAMILY SERVICES

LARAWAY SCHOOL

P.O. BOX 621
JOHNSON, VT 05656
Phone: (802) 635-2805 ext110
Fax: (802) 635-3695

Dear Parent /Guardian / Local Education Agency:

We understand Laraway School is being considered for your youth. We require pre-enrollment information as we work with you to decide if our school is the right placement. As part of our process we also want to meet with team members, have students come on site for a visit, and if appropriate we will go off site to observe the student prior to placement. We will work with you to arrange the placement meeting once the reenrollment review is completed.

If the student is in a residential placement we will require the discharge summary and other pertinent information from this placement. Additionally, if the Coordinated Service Plan is not updated a meeting needs to be set within the first month of placement to update, if no CSP, then a meeting to develop one.

Please send the following information as soon as possible to allow us an opportunity to review student's needs prior to placement:

	Yes	No	Incomplete / comments
Current Individual Education Plan / 504			
Act 264 : Coordinated Service Plan			
Recent Report Cards			
Most recent three year evaluation and any other current evaluation			
Current functional behavioral assessment and behavior plan, and behavior data ,as available			
Neuro-psych evaluations and all mental health evaluations, treatment plans and summaries			
Discharge summaries from other programs			
Most current discharge summary and recent placement information required			
Information or documents from other partners in care: DCF, Mental Health, Diversion, other alternative placements, etc.			
Letter of education surrogate designation, as needed			

Please feel free to contact me with any questions. We look forward to working with you.

Sincerely,

Julia G. Landry
Director of Education Services
802-635-2805 ext 110

Laraway School does not discriminate in admission opportunities on the basis of race, skin tone, religion, sex, national origin, sexual orientation, disability (acceptance may be based on license categories) or any other category protected by law.