

ACCESS Guidelines for PTE/PTRE Submissions

PTEs should be submitted within 5 days of the parent signature with the following documents:

- Signed Parental Consent Form
- Signed, Dated, and Checked PTE Consent Form
- Documentation to Support Evaluation

The Parental Consent Form must be submitted with the PTE. This is the same form that would be signed for an IEP. The PTE Consent Form must be signed and dated by the parent. It also needs to be checked or initialed for consent. If the check/initial does not correspond with the parent's preferred response, a new form will need to be submitted. Anything crossed out or circled will not be accepted.

PTREs should be submitted within 5 days of the parent signature with the following documents:

- Signed Parental Consent Form (Unless a yes is already on file)
- Signed, Dated and Checked PTRE Consent Form
- Documentation to support Evaluation
- The Current IEP Data (See IEP Guideline Form for correct pages)

PTREs can only be submitted with eligible services. Eligible services are Speech/Language, Hearing, Vision, Motor (OT/PT), Psychological Functioning. Academic service only PTREs **do not** need to be submitted. The PTRE Consent Form must be signed and dated by the parent. It also needs to be checked or initialed for consent. If the check/initial does not correspond with the parent's preferred response, a new form will need to be submitted. Anything crossed out or circled will not be accepted.

Psychological initial evaluations must result in an IEP with a health-related service to be claimable, effective September 2019. Psychological re-evaluations can only be claimed if there is an ongoing psychological service listed in the IEP. Do not submit PTREs that only reflect academic services.

PTEs/PTREs submitted incorrectly will need to be resubmitted before they can be sent for Medical Authorization sign-off.

Parental Consent Forms are **NOT** Medical Authorization forms. If a student has a yes on file, a new form does not need to be signed, unless the parent is changing consent. Incorrectly signed forms will delay PTE/PTRE submissions.

PTEs/PTREs should be submitted within 5 days of parent signatures to sbap@philasd.org. The PTE/PTRE should **only** be submitted as a PDF. No other file format will be accepted. Emails should contain the student's name and ID number. If pages are cut off, cropped, or otherwise illegible, they will not be accepted.

If corrections need to be resubmitted, please reply to the original email, and include **all** info. No partial submissions. Anything submitted should be uploaded to EasyIEP immediately. The ACCESS Office is **NOT** part of EasyFAX.

This information, as well as contact information, is always available at <https://www.philasd.org/treasury/divisions-of-special-finance/access/>.