

Information Sheet for Parents

Application for Special Educational Support

As a parent, you want the best for your child. If your child has special needs, a special educational support program may be helpful. This information sheet explains how to apply for such a program.

Step 1: Initial Discussions

- **Contact with the school responsible for you:**
 - ✓ The class teacher or the teacher of your child has discussed your concerns and the potential need for special educational support with you. A person from the Special Educational Support Service has worked with your child and confirmed that the application is sensible for your child.
 - ✓ If your child is about to start school, you have spoken with the cooperation teacher or the management/principal of the responsible primary school.
- **Discussion with special educational staff:** You have been advised by an early childhood support center or a school kindergarten. These centers can also support you with the application process.

Step 2: Application

- **Forms and documents:** The responsible school can provide you with the necessary forms and information for the application. Collect all required documents. You can decide whether to submit documents like medical reports or pre-school reports. It is essential to understand and assess your child as well as possible. Observations, diagnoses, and hints from other professionals who know your child can help us.
- **Submitting the application:** The school or the early childhood support center will help you fill out the application. All parents with custody rights must sign the application. Ensure that all documents you want to submit are attached. The school will forward the application to the Albstadt School Authority and also submit its own report.

Step 3: Assessment and Decision

- **Review of the application:** The School Authority will decide whether to commission an expert opinion/assessment. You will receive a letter from the School Authority about this.
- **Assessment by experts:** Your child will be assessed by experts to determine the need for special educational support.
- **Decision:** After the assessment, you will receive a written notification from the School Authority stating whether your child is eligible for special educational support.

Step 4: Choosing the Learning Location

- **Inclusive learning location at a regular school:** If your child is eligible for special educational support, you can opt for inclusion at a regular school. Your child will be taught there and receive additional support from the school and special educational staff. Usually, other children with special educational needs are also taught at the school. See → Educational Path Conference
- **Special Educational Support and Counseling Center (SBBZ):** You can also choose the SBBZ as the learning location. The SBBZ offers individually tailored instruction that addresses the specific needs and abilities of each child with support needs. The teachers are specially trained.

Important Notes

Educational Path Conference for Inclusion

- **Invitation by the School Authority:** After determining the eligibility for special educational support, the School Authority will discuss the next steps with you, known as an Educational Path Conference. This is a meeting with you, the School Authority, and the schools. We will discuss the possibilities and conditions for the inclusive learning location at a regular school.
- **Counseling and decision:** During the conference, you will receive counseling and support to make a decision about your child's learning location.
- **No entitlement to a specific desired school:** It is essential to know that you are not entitled to a specific desired school for inclusion. The proposed school must have capacity and be equipped to meet the needs of your child.

Private Special Educational Support and Counseling Centers

- If the desired SBBZ is a private institution, you must also submit an application to the District Office. The private SBBZ can assist you with this.

Summary

The application for special educational support is an essential step to ensure that your child receives the best possible support. After determining eligibility, you have the choice between an SBBZ and an inclusive learning location at a regular school. Meetings with school staff and the Educational Path Conference provide a good opportunity to inform yourself about the possibilities and conditions and make a decision.

Contact the Albstadt School Authority: Phone: 07431/9392110
Email: poststelle@ssa-als.kv.bwl.de

On our homepage, you can read this information sheet in a barrier-free/accessible version and in other languages:

https://t1p.de/Merkblatt_SBA

