



Dear Parent,

Thank you for your interest in AAC evaluation, consultation or therapy for your child.

We require a prescription for AAC services. You must bring in or have your doctor give you a prescription for “evaluation and therapeutic services for use of a speech generative device” *before your first scheduled date of service.*

Please download all of the forms on our web site and follow the instructions below. **All documentation must be returned to Technology and Language Center prior to scheduling.** The documents can be scanned and emailed to talcaac@gmail.com, faxed to 708-432-5719 or mailed to the address below.

1. **AAC Intake Questionnaire** – complete and return this document.
2. **Terms and Conditions Agreement** – complete and return this document.
3. **HIPAA Receipt** – please sign and return the pink document acknowledging receipt of our privacy practices.
4. **Consent to Release Records** – please complete and return a separate copy of this document for *each* team member that you’d like us to exchange information with (e.g., teachers, therapists, insurance company, etc.)
5. Please photocopy and send us copies of current private and/or school speech-language and occupational therapy evaluation reports, progress notes, previous assistive technology consultation reports, IEPs, etc.

On the date of your first appointment, please remember to bring any/all of your child’s adapted equipment including:

- Glasses
- Hearing Aids
- Splints
- Wheelchair & Accessories
- Current AAC System, Overlays & Accessories

If you have any questions, please feel free to contact us at (847) 682-1596.

Sincerely,
Jill E Senner, PhD, CCC-SLP