



Purpose

Educational Consultation provides educational assessment and recommendations for parents who are seeking an alternative educational experience for their child. Children with learning disabilities, gifted children, or children with emotional or behavioral needs are assessed to consider the best educational, emotional and social environments to meet the needs of the child and parents.

Responsibilities of Educational Consultant

- Professional evaluation of all available academic and psychological records; in-depth interviews with parents, student (if appropriate) and other involved professionals; communication with potential schools or programs by telephone and fax; follow-up with families, and school to monitor student's progress.
- Karen Mabie will make every good faith effort, utilizing her knowledge and expertise, to effect a suitable school placement or other appropriate result. However, results cannot be guaranteed and the designated fees are payable regardless of outcome. Fees are to be paid in full even if the student withdraws, is expelled or for any other reason whatever leaves his/her' school or summer program, etc.

Responsibilities of Parents

The effectiveness of consulting advice is directly related to the client providing accurate and complete copies of all requested materials in a timely fashion, including but not limited to the following:

- Academic records for past three years including achievement testing
- Copies of any education and/or psychological evaluations (no originals please)
- Signed Releases of Information so that I may speak with any treatment professional involve in your child's care such as psychiatrist, therapist, or school counselor

Other responsibilities are as follows:

- Maintain communications with the consultant in order to facilitate placement. Disclose any and all information which may be pertinent to the success of a placement.
- Schedule school visits and interviews
- Complete and mail applications
- Notify schools and programs of intentions



Schedule of Services

- Initial in-depth interview with the parents and the child (if appropriate) including:
 - Exchange of materials
 - Signing of contract
 - Prepayment of 50% of fee
- Interviews to complete the case history
- Review of all materials and research appropriate placement alternatives
- Final interview to discuss recommendations or schools and programs
- Final payment of fee

Payment Schedule

The fee for counseling the family of a student who has experienced difficulty in either academic or behavioral settings is _____, _____ due at the initial interview, and _____ due at second consultation. This fee covers 1 year of service or up to 2 placements. Additional placements will incur additional fees that will be agreed to before any action is taken. The service includes selection of possible settings in consultation with parents and other professionals as requested by the parents. Students may be pre-screened to determine acceptability by school and programs.

Additional time and expense fees will be charged if parents request that the counselor visit the student on site, or accompany the student or parent on initial visits. Parents are also responsible for travel expenses for conferring with the family in their home area.

In signing this agreement, we understand that the recommendations of schools or programs to explore are based on past experience or general reputation, and that the counselor can not guarantee a successful experience for any student. It is ultimately the responsibility of the parent to enter into this process and make an informed decision based upon visit and consultation with school and program officials.

No fees or commissions are ever accepted by the counselor from any school or program.

(Student name) (Contract date)

(Parent signature) Date Print name here

(Parent Signature) Date Print name here