



## ***REQUEST FOR DOCUMENTS***

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We are required to have copies of the following documents and information in client files per licensing requirements.

Please bring the following to your child's intake appointment:

- o Birth Certificate
- o Social Security Card
- o Immunization Record
- o Doctor orders/notes indicating client's prescriptions and medications
- o Health Insurance Card and information including social security number for the insured
- o Education Records: recent transcript or progress report indicating the client's education needs and IEP or 504 if applicable.
- o Name, phone number, and address of last medical doctor and dentist seen.
- o Proof of custody agreement if parents are divorced or legally separated.
- o Proof of guardianship if legal guardian is not a parent.

**We must have these documents before or at the time of intake. Please make copies and return them to M. K. Place as soon as possible.**

*Thank you for your assistance.*