

Steps for Receiving Services from WCBVI Outreach Team

STEP 1. Submit a [WCBVI Outreach Service Request form](#) which will include the [Family Educational Rights and Privacy Act \(FERPA\) form](#).

STEP 2. After submitting these forms, an Outreach staff member will contact you within 48 hours. At this time, we will determine the level of services you and collect personally identifiable information (PII) if required.

STEP 3. After all the paperwork has been received by WCBVI, we will schedule a consultation with you.

STEP 4. Following the consultation, a report/summary will be sent to the parents/guardians, LEA/Special Education Director, and TVI and/or O&M.

Note: If we do not receive a response from you after three follow up attempts within two weeks by an Outreach Staff Member, we will consider your request closed and you will need to submit another Outreach Service Request.