

Steps for Receiving Services from WCBVI Outreach Team

STEP 1. Submit a [WCBVI Outreach Service Request form](#)

STEP 2. After submitting an OSR, an Outreach staff member will contact you within 48 hours. If your request requires WCBVI to collect personally identifiable information (PII), we will need a signed FERPA form. FERPA form will be sent to parent/guardian using DocuSign.

STEP 3. After we've received a signed FERPA (if required), one of our consultants will reach out to you to determine the level of services you need. If consultation is needed, we will schedule a consultation with you. If you only need resources, we will send you a list of helpful resources in an email.

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.

Important 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.