

Dear Parents and Guardians,

The Learning Services Department welcomes you to The Bay School of San Francisco!

For students with learning disabilities, ADHD, ASD, etc., learning plans are valuable resources at Bay that help teachers gain an understanding of the specific needs of each student in the Learning Services program. The learning plan is a confidential document written by our learning specialists based on an assessment submitted to us by the family. The learning plan outlines student strengths, challenges, and strategies, as well as classroom and testing accommodations. *While we build learning plans from assessment recommendations, not all recommendations are possible in the context of Bay's academic program and therefore, will not necessarily be included in a learning plan.* Once drafted by our Learning Services team, the learning plan is approved by you and your child and then shared with your child's teachers.

Learning plans are also a vehicle for student self-knowledge. In addition to helping draft their learning plan, students talk with their teachers about their learning profile and the specifics of their desired accommodations they are qualified to use and wish to avail themselves of. To facilitate this, a member of the Learning Services team meets with each identified student at the beginning of every semester to review the learning plan and compose an email to teachers about the plan's highlights.

For new students to receive a learning plan that includes academic accommodations, the Learning Services team will need to review a psychoeducational or neuropsychological assessment report for the student. The assessment report must meet these criteria:

1. The report must be written by a licensed clinical psychologist who specializes in assessment.\*
2. The report must be completed no earlier than 6th grade.
3. If there is a recommendation for extended time, it needs to be specific (e.g., 50% or 100%).
4. If there is a recommendation for the use of a computer, it should specify access for taking notes and/or completing tests.
5. Diagnoses with specific DSM-V or ICD-10 code numbers are required.
6. Academic and cognitive testing measures and scores must be reported.

*\*The only exception is for students whose primary diagnosis is a receptive/expressive language disability or a student who is a dyslexic learner without executive functioning difficulties. This type of evaluation should be conducted by a licensed speech/language pathologist or a specialist in language-based learning disabilities.*

If our team receives a report that meets the criteria above by **May 16, 2025**, we will draft a learning plan for your child that can go into effect as soon as school begins. We will meet with you and your student this spring to review and get your approval on the plan before school begins. For an evaluation received after that date, we may not be able to draft a learning plan in time for accommodations to be in place at the start of the first semester.

If your student's evaluation report does not meet the criteria listed above, please reach out to us to discuss possible next steps. Additionally, we can provide you with a list of psychologists/assessment centers whose work we have found meets the necessary guidelines. Some have sliding fee scales. Please be aware that many evaluators schedule months in advance, so it is important to contact them as soon as possible.

If you have questions about the Learning Services program and our work at Bay, please contact Kristina Sears at [ksears@bayschoolsf.org](mailto:ksears@bayschoolsf.org). Please know that the department is closed for summer break between **June 11, 2025 to August 11, 2025**; there may be a slower response time then. Additional information about Bay's Learning Services can be found on the school website at [bayschoolsf.org/academics/learning-services](http://bayschoolsf.org/academics/learning-services).

We look forward to getting to know you and your child over the next four years!