

## INSTRUCTIONS ON FILLING OUT THE RCLD PACKET

1. Please complete the Referral Letter/ Checklist box in its entirety. Leave the space titled **“Coordinator”** blank. Do not sign or date this page or check off anything under the checklist until you have met with a counselor from the Office of Disability Services.
2. Please read the Consent for Evaluation page and fill out both pages accordingly. Sign and date this page.
3. Please fill out all 11 pages of the Case History section. Literally every line or box must have something marked in it. If a question does not apply to you mark the space with “NA” or a dash (---). Again it is very important that every line has something on it. If this section has any blank spaces it is may be rejected by the RCLD. Sign and date this page.
4. The Symptoms Scale Informant Report **Childhood** should be completed by someone that knew you between the ages of 5-12. **DO NOT COMPLETE THIS SHEET YOURSELF!**
5. The Symptoms Scale Informant Report **Current** should be completed by someone that has known you during the past six months. **DO NOT COMPLETE THIS SHEET YOURSELF!**
6. Using a number 2 pencil please complete The Pride Questionnaire. This sheet is front and back.
7. All students that are interested in taking the RCLD Evaluation must have a complete hearing screen completed. If you are a student at GSU you can have a hearing screen done for free at the Speech and Hearing Clinic located at Georgia State University, located on the 8<sup>th</sup> floor of the College of Education Building, they can be reached at 404-413-8044. A Referral List for Suggested Sources of Payment will also be included with the RCLD packet for your convenience. Also, once you have set up the appointment and completed the hearing screen please bring the report /results of the hearing screen in once you turn in your packet.
8. Read and sign the Consent to Contact form if you are willing to participate in any research projects. **Remember this page is optional!**
9. Two writing samples must be turned in with your RCLD packet. One writing sample can be a paper where you received help from your professor such as a research paper. The second writing sample can be an in class essay or a paper where you did not receive any assistance. If you do not have any of these papers then you can come to the Office of Disability Services to complete a 15 minute writing sample. Students will be able to choose a topic to write on from a provided list given by the Office of Disability Services.
10. Please bring in a copy of your transcripts (it can be an unofficial copy).

11. Do not forget to turn in your \$100.00 deposit along with your completed packet to a counselor in the Office of Disability Services. An appointment will not be scheduled by the RCLD without the deposit.
12. Once the completed packet is turned in you will be contacted by the RCLD for an appointment, not Disability Services.
13. For more information regarding the RCLD go to: <http://www2.gsu.edu/~wwwrld/index.htm>

**PLEASE NOTE:**

**ACCOMMODATIONS WILL NOT BE PROVIDED TO STUDENTS UNTIL THE  
FULL EVALUATION IS RECEIVED IN ODS.**