

## Check list for a EHC Assessment request application

Before you submit your application form to request an EHC Assessment, please use this helpful checklist to ensure you have all the evidence you need to be successful.

Evidence	Checked
<b>The correct EHCP application form</b> Please check the relevant Local Authority's local offer website to be sure you have the most up to date application paperwork.	
The parents agree to the application and the form is <b>signed</b> by parents and referrer.	
<b>3 reviewed My Support Plans/ SEND plans</b> Plans must include SMART Targets for the child. They must have been reviewed and changed if the child is not making progress.	
<b>An individual costed provision map.</b> This is not essential but very helpful to help evidence the level and cost of the additional support the child requires.	
<b>Information/evidence of a request/receipt of EYIF L2 funding</b> and what the money is being spent on. This information can be included in the application form.	
<b>Copies of all reports</b> written by outside agencies about the child I.e. SALT OT Physio and Early teams or SISS team.	
<b>A recent observation</b> report from the Early Years Team or SISS team if they are involved.	
Any <b>Medical</b> information you have about the child Include copies of diagnosis they have or have been referred for.	
The child's <b>current and past levels of development</b> Please make sure these are clear and done in a way to show any small steps of progress.	