### Referral Letter *(Letterhead)*

*(Assessor Business*

*Address Details)*

*(Date)*

Re: *(Student Name)*

Request: *(Assessment for Specific Learning Disability)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*name)* has participated in an informal screening for indicators of a Specific Learning Disability with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Disability office and organisation).*

Through this process the following persistent academic difficulties were identified:

*(Dot points)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*name)* has also highlighted the following strengths and coping strategies that they have utilised within the learning context in the past:

*(Dot points)*

Please include in the final report:

* A clear overview of diagnostic findings articulating whether a specific learning disability has been profiled including the specific diagnosis (i.e. Dyslexia).
* A clear description of the identified learning difficulties including an overview of how the learning difficulties will impact the student in the academic environment.
* An overview of the evidence the finding is based upon (Assessments undertaken).
* Recommended reasonable adjustments i.e. extra time for exams / extended time for completion of assessment tasks / oral assessment (please include a rationale with each of the recommendations).
* Recommended Assistive Technologies (please include a rationale for each, highlighting the barriers that will be eliminated / reduced and skills developed through use of the recommended technology).
* A Plain English summary encompassing the above points to ensure the student, academics and disability practitioner can draw upon the assessment findings when determining and implementing reasonable adjustments on behalf of the student.

Kind regards

*Referrer Details*