



Identifying Additional Needs

A Guide for Working with Families Towards Assessment

1



Gather Observations Over Time

Document behaviors, learning patterns, and developmental milestones consistently. Use objective language and collect evidence across different settings and activities to build a comprehensive picture.

2



Interpret Observations with Educational Leader

Collaborate with your educational leader to review and analyze observations. Gain perspective on patterns, discuss concerns, and determine if further assessment may be beneficial.

3



Schedule Private Meeting with Parents

Arrange a comfortable, private setting for the conversation. Ensure adequate time without interruptions and choose a space where parents feel safe and supported.

4



Show Compassion & Understanding

Recognize this is difficult news for parents. Understand that children may present differently at home versus educational settings. Approach with empathy and patience.

5



Stay Within Your Professional Boundaries

Remember you are not a doctor or psychologist. Your role is to share observations and guide toward professional assessment, not to diagnose or make medical determinations.

6



Include Support While Taking the Lead

Have an Educational Leader or director present for support, but lead the conversation as the child's primary educator. Be mindful of body language - both yours and the parents'.

7



Focus on Best Outcomes for the Child

Frame the conversation around what's best for the child's development, learning, and wellbeing. Emphasize early intervention benefits and positive outcomes.

8



Provide Ready Resources

Have relevant assessment centers, support services, and resource information prepared. Offer concrete next steps and contact details to help parents move forward.

9



Reinforce Your Support

Remind parents that you are there to support both the child and the family throughout this journey. Emphasize your ongoing partnership and commitment.



Key Reminders

Documentation: Keep detailed, objective records of observations and interactions

Collaboration: Work closely with educational leaders and support teams

Sensitivity: Approach with empathy, understanding this is an emotional process

Professional Boundaries: Guide toward assessment, don't diagnose

Remember: Every child deserves the best support possible. Early identification and intervention lead to better outcomes.