

**Community Programs | Educational Partnerships
Itinerant Services
Request for Services 2025-2026**

Student Name: _____ D.O.B: _____ Sex: F M Other

Student's Visual Diagnosis: _____ Grade: _____

School District: _____ Date of Request: _____

School Name: _____

School Address: _____

Team Chairperson (Name): _____

Title: _____ Phone: _____

Email: _____

Accounts Payable Contact (Name): _____

Email: _____

Parent / Guardian Name(s): _____

Home Address: _____

Address

City/Town

State

ZIP

Home Phone: _____ Cell: _____

Email: _____

Service Request Instructions:

1. Indicate on page 2 the service(s) you are requesting
2. Have this form signed by your Director of Special Education
3. Return pages 1-2 of this form along with the student's active IEP/504 and evaluation consent (if applicable) to:

Teri Turgeon, Education Director
Community Programs
T: (617) 866-9912
Email: teri.turgeon@perkins.org

AND

Kristen Clark, Assistant Education Director
Educational Partnerships
T: (781)430-9098
Email: kristen.clark@perkins.org

This form is NOT a contract: A contract for services will be sent once the necessary paperwork has been received and a teacher has been assigned.

Request for Services 2025-2026

A. EVALUATIONS

Check the type of evaluation and specify the timeline for completion.

- Evaluation by a Certified Teacher of the Visually Impaired (TVI)..... 30 Day: _____
 45 Day: _____
- Evaluation by a Certified Orientation and Mobility Specialist (COMS) 30 Day: _____
 45 Day: _____
- Evaluation by a Deafblind Specialist (TDB)..... 30 Day: _____
 45 Day: _____
- Evaluation by an Assistive Technology Specialist (CATIS)..... 30 Day: _____
 45 Day: _____

B. SCHOOL YEAR CONSULTATIVE / DIRECT SERVICES

Select the type of service(s) and specify the frequency and duration of services being requested.

Provider (TVI, COMS, TDB, CATIS)	Service Type (Consult, Direct)	Frequency and Duration, as written on IEP/504 (e.g. 2x30 min / week)

C. EXTENDED SCHOOL YEAR (ESY 2025) CONSULTATIVE / DIRECT SERVICES

Select the type of service(s) and specify the frequency and duration of services being requested.

Provider (TVI, COMS, TDB, CATIS)	Service Type (Consult, Direct)	Frequency and Duration, as written on IEP/504 (e.g. 2x30 min / week)

 Signature, Director of Special Education
 *By typing your name above, you are digitally signing this document

 Date:

Phone: _____

Email: _____

Return pages 1 and 2 along with the student's active IEP / 504 and evaluation consent (if applicable)

**Community Programs | Educational Partnerships
Itinerant Services
Service Rates 2025-2026**

Combined Service Rates (Inclusive of standard travel and standard preparation):

Teacher of Students with Visual Impairments (TVI)	\$205.00 per hour
Orientation and Mobility Specialist (COMS)	\$205.00 per hour
Deafblind Specialist (TDB)	\$205.00 per hour
Assistive Technology Training (CATIS)	\$205.00 per hour

Additional information related to billing, student absences, progress/annual reports and attendance at IEP meetings are outlined in the Perkins contract. Please note all services are billed within 15 minute increments.

Evaluation Services:

Initial Assessment and Re-evaluations	\$2,500.00 per evaluation
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Professional Development and In-Service Training:

On-site presentation:	\$205.00 per hour
Preparation Costs:	\$205.00 per hour

*Each 1.5 hours of presentation will include billing for one hour of preparation.
Presentations of one hour will incur a minimum preparation fee of one hour.

Travel Costs:

If travel time is **one hour or more**, a full hourly rate will be billed one way and prorated for the time above in increments of 15 minutes. Travel time under one hour will not be charged.

In the event of any conflict between this schedule of Service Rates and the contract, the terms of the Perkins contract shall govern.

Benefits of Collaborating with Perkins Community Programs

To assure and maintain high quality services, Community Programs / Educational Partnerships will also provide:

- Access to expertise in the specialized areas of the Expanded Core Curriculum for students with blindness and visual impairments, including those with additional disabilities and/or deafblindness. The Expanded Core Curriculum includes areas of assessment mandated in IDEA 2004, which addresses the unique needs of students with blindness, visual impairment, and deafblindness.
- Direct and consultative services from certified teachers of students with visual impairments (TVI), certified orientation and mobility specialists (COMS), teachers with specialization in deafblindness (TDB), and teachers with specialization in Assistive Technology (CATIS).
- Ongoing professional development provided to our staff to assure the highest qualifications to serve your students.
- Administrative support, supervisory support, and evaluations to our teachers in the form of direct supervision, mentorship, employee benefits, secretarial services, access to braille and large print resources, training, technology support, and the opportunity to review curriculum materials before making purchases for students.
- Assistance and collaboration around district, psych-educational, and developmental assessments.
- Access to in-service programs for your special educators, classroom teachers, parents and professionals.
- Access to the Perkins Assistive Device Center, which designs and builds specialized adaptive equipment.
- Access to Perkins Access, who provide AT hardware and software which can be used to assist in accessing the general education curriculum.
- Access to additional Perkins resources, such as the Perkins Training center, Outreach Services, and the Perkins Library.
- Access to the Perkins CVI Center.

For more information on all programs and services, contact:



Teri Turgeon

Education Director
Community Programs
Perkins School for the Blind
175 North Beacon Street
Watertown, MA 02472
Phone: (617) 866-9912