

Guidelines for School Psychologists and School Administrators

If you have a student with a recent audiogram indicating a recommendation for hearing aids and/or FM unit, please contact the [CSE AUDIOLOGIST](#) and upload in SESIS the student's current **audiogram, Medical Clearance** signed by an MD (not an NP, PhD, AuD, LPN, PA, or RN), for child's use of an FM Unit.

Please note that the IEP has to be finalized and the Parent Written Consent for the program has to be upload in sesis before HES services can start and before an FM unit is ordered.

Guidelines for hospitals, ENT offices, private practitioners, clinics, audiologists in order to make a referral for services

If you see/evaluate a child who either has:

1. a confirmed sensorineural hearing loss (the definition involving A/C thresholds >25 dBH) in either or both ears or
2. a chronic, recurrent conductive hear loss which an ENT has attempted to resolve medically (but without complete success) in one or both ears
3. a mixed hearing loss,

Then, let the parent know that the NYC DOE can provide services to eligible hearing impaired students. The services may include: Hearing Education Services, FM Unit and Audiological Services.

If the parent is interested, have them sign a Consent to Release Information form to keep on file so that you can send information.

Contact and email the following information to the [CSE AUDIOLOGIST](#):

- 1) **A cover sheet** including the following information:
 - a) Child's name
 - b) Parent's name
 - c) Child's DOB
 - d) Child's school and borough
 - e) Child's grade in school
 - f) Family/child address
 - g) Family phone number

- h) Language of parent
 - i) A note, on the bottom, signed by the parent, saying something like, “Because of my child’s hearing loss, I would like the NYC DOE to evaluate my child for eligibility for appropriate school services.”
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- 2) **Medical Clearance**, signed by an MD (not an NP, PhD, AuD, LPN, PA, or RN), for child’s use of an FM Unit.
 - 3) **Updated audiogram.**
 - 4) **Hearing Aid Evaluations/Checks**, which indicate what make and model of hearing aids are used, SREM, REM, and or Functional (sound field) benefit.
 - 5) **Word Recognition Results**. If the child has a unilateral or very mild hearing loss, it is helpful to receive results of Word Recognition in sound field with differing amounts of noise. This is to document that –even though the audiogram might show very mild HL- it is enough to cause difficulty hearing in noise.