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| College of Education and Human ServicesCounseling and Assessment Center3201 Alexander HallMurray State University(270) 809-6305 |

August 22, 2019

Kristin Merrill, DOS

Dawson Springs Ind. Schools

Dawson Springs, KY

Hello,

I hope the new school year is starting off in grand fashion for you and that you and your team are ready for a new year. I wanted to draft an updated MOA and get it to you so you can discuss it with the Board. This letter outlines our services and fees.

**An initial evaluation, where we administer the IQ and achievement and incorporate all pertinent documentation from the school (e.g., adaptive, RTI progress documentation, behavior observations, vision/hearing screenings, developmental history), generate a report and tables and recommendations: $150 + mileage**

**An initial autism evaluation that includes the ADOS-2 and related procedures: $250 plus mileage**

**File Reviews/Revaluation Review: $60.00**

Like last year, it will be very helpful for Terri to electronically send all the information we need (e.g., eval planning form, developmental history, etc.) along with word processed behavior observations when they are anecdotal. It will also be very helpful to have a specific delivery date. Toward the end of last year it became a little hectic because we had one deadline for the report but the teachers really needed the report a few weeks earlier in order to complete the new IEP. This is understandable and acceptable—we just need to know when the teachers need the report.

We typically turn the reports around within 10 days after we have conducted our pieces. All assessments are conducted by advanced students in school psychology who have been trained on the tests or Dr. Dunham, who is a KY licensed psychologist and a KY certified school psychologist. All reports are written by students and Dr. Dunham, and all reports are approved and signed by Dr. Dunham. We electronically sign and encrypt the reports and send them via email.

We will invoice you at the end of each academic semester. The invoice will include the child’s initials, fee, and date. Payment for the testing should be sent to me at the address below but made payable to Murray State University. We will also include a mileage statement and reimbursement amounts and the name of the payee.

If you have any questions, please do not hesitate to contact me via phone, text, or email.

Sincerely,

Mardis Dunham

Mardis Dunham, Ph.D., Director 3201 Alexander Hall

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