

Request for Occupational Therapy Screening

Date Request handed in to OT Staff's mailbox

Dear OT Staff,

I am writing to you because I am concerned about my student _____, who is in grade _____.

This student stands out from the other students in my classroom because: _____

I have tried a number of strategies with this child in the classroom, as noted in the list below.

- Individual help in classroom Providing fidgets/special seating equipment Small group instruction
 Allowing student movement breaks Special lined paper or writing/cutting tools Giving cues to listen/calm
 Prompting for/modeling pencil grip Breaking directions down into 1 – 2 steps.

Other: _____

The most helpful thing has been: _____

I have marked the areas in which I have concerns on the list below. I would appreciate having you complete a quick screening of my student. This best times of the week to screen this child are: _____.

Thanks for your help! Sincerely,

Name of teacher requesting screening

I have concerns about the child above in the following areas.

Fine Motor Skills

- Pencil grip is awkward, inefficient Handwriting is poor or illegible Difficulty managing laces, buttons, etc.
 Student tires easily during writing or cutting tasks

Gross Motor Skills

- Clumsy, trips/falls a lot Difficulty following along during gym class or other group motor activities
 Moves in an awkward, uncoordinated manner

Sensory Processing Skills

- Resists or refuses messy activities
 Craves movement/thrill seeker Picky eater
 Excessive energy/can't sit still Sensitive to smells or lights
 Bothered by loud noises, startles easily Touches things constantly
 Frequently chews on pens, pencils or shirt

Visual Processing Skills

- Distracted by visual stimuli Mixes up similar letters, focuses on little details/misses the whole
 May avoid eye contact Difficulty with spatial relationships
 Loses place frequently when reading or copying

Auditory Processing/Attention

- Difficulty following multi-step directions May not respond to verbal cues/may say, "What?" frequently

This resource was developed and shared by the team at Boothby Therapy Services in the hopes that you will be able to use it to Help Children Succeed! For more resources, follow up on Facebook or visit our website at

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