

PLACE ON SCHOOL LETTERHEAD

(Insert Date)

Dear (Insert Parent Name):

The Registered Behavior Technician (RBT) and/or Private Instructional Personnel (PIP) packet was received and reviewed.

The RBT/PIP has been:

☐ Approved

☐ Denied for the following reason(s):

☐ Student is not a student with an IEP

☐ Packet Received is incomplete

☐ Authorization for Release of Information was not provided

☐ Confidentiality Agreement was not provided

☐ Communication Agreement was not provided

☐ Plan of Care/Behavior Plan was not provided

☐ Certification/Licensure provided is/was not current \_\_\_ RBT \_\_\_ PIP/Supervising Behavior Analyst

☐ Documentation of Level 2 Clearance was not provided \_\_\_ RBT \_\_\_ PIP/Supervising Behavior Analyst

☐ Vendor badge is not current \_\_\_ RBT \_\_\_ PIP/Supervising Behavior Analyst

☐ PIP/RBT and Parent Acknowledgement Form was not provided

☐ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

(Insert Principal Name)