

**Functional Behavior Assessment Request**

Parents Name  
Address  
City, State Zip Code  
Telephone Number  
Email Address

Date

(Name of Special Education Director)  
(Name of School District)  
(Address of School)

Dear (Special Ed. Director),

I am requesting a Functional Analysis for the sole purpose of establishing a Positive Behavior Intervention Plan for my son/ daughter (\_\_\_\_\_). I am not consenting at this time to any other assessments.

I understand that this Functional Analysis will be conducted by a person who has documented training in behavior analysis with an emphasis on positive behavior interventions.

The Functional Analysis assessment personnel shall gather information from three sources: direct observation, interviews with significant others, and review of available data in (\_\_\_\_\_)’s file. The interviews with significant others shall include (but not be limited to) interviews with myself, (\_\_\_\_\_)’s teacher from last year (\_\_\_\_\_) and (\_\_\_\_\_)’s aide from last year (\_\_\_\_\_) in order to establish the history of behaviors and the effectiveness of previously used behavioral interventions, as well as insight into (\_\_\_\_\_)’s communicative intent in his/ her behavior.

The analysis will include an ecological analysis of the setting in which behaviors occur most frequently, considering factors such as physical setting, social setting, the activities and the nature of the instruction, scheduling, and the communicative intent of the behavior. The communicative intent of behavior is to be identified in terms of what (\_\_\_\_\_) is either requesting or protesting through display of her behaviors.

The Functional Analysis Assessment Report shall be a written report and shall include all of the following: a description of the nature and severity of the targeted behaviors(s) in objective and measurable terms, including baseline data; an analysis of antecedents and consequences that maintain the targeted behavior; a description of the rate of alternative behaviors, their antecedents and consequences; recommendations for the IEP team of a positive programming for behavioral intervention.

A Behavioral Intervention Plan shall be implemented by or under the supervision of a staff member with documented training in behavioral analysis (behavioral intervention case manager), including the use of positive behavioral interventions. Such interventions shall only be used to replace specified maladaptive behavior(s) with alternative acceptable behavior(s) and never used solely to eliminate maladaptive behavior(s).

The behavioral intervention plan shall become part of the IEP and shall be written with sufficient detail as to direct the implementation of the plan.

Sincerely,

Name  
Address  
City, State Zip Code  
Contact Number  
Email Address

CC:

\_\_\_\_\_, Superintendent, \_\_\_\_\_ School District  
\_\_\_\_\_, Principal, \_\_\_\_\_ School