

**PIP/RBT**  
**Acknowledgement Forms**

PLACE ON SCHOOL LETTERHEAD

**FOR USE WITH NEW PIPs/RBTs FOR THE 2021-2022 SCHOOL YEAR**

**(Purpose is to provide notice to applicant that process may take up to 30 days)**

(Insert Date)

Dear (Insert Parent(s) Name) and/or (Insert Private Instructional Personnel Name):

Any individuals with a complete Private Instructional Personnel/Registered Behavior Technician (PIP/RBT) packet submitted will be processed for the 2021-2022 school year upon receipt of the documents outlined below:

\_\_\_\_\_ A PIP/RBT Acknowledgement form signed by the PIP/RBT and parent

\_\_\_\_\_ A completed August 2021 Packet for a PIP/RBT packet with all of the documentation

Please return all the items indicated on this letter above completed to the school. The process for reviewing these documents may take up to 30 calendar days to complete. Once reviewed and completion is confirmed and approved, you will be notified in writing.

It is always the desire of Broward County Schools to work collaboratively with families and community providers to meet the unique needs of all students, specifically our students with disabilities. Should you have any concerns regarding your client, please do not hesitate to contact (insert contact individual's email/phone).

Sincerely,

(Insert Principal Name)

