

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)