

# CENTRAL LOUISIANA SUPPORTS & SERVICES CENTER

<b>REQUIRED PRIOR TO ADMISSION (when application is turned in)</b>	<b>R</b>	<b>N</b>
*The following paperwork needs to accompany the application		
1. Current Social examination (completed within 90 days) – if you have one		
2. Current Psychological examination (completed within 90 days) – if you have one		
3. Current 90-L (completed within 30 days of turning the application in)		
4. Current Education IEP (Individualized Education Program) and an Individual Evaluation (MDE) ( 3 year plan)		
5. Application – completed with all requested information and signed/dated		
6. Current medical records		
7. Past medical records/surgeries (to better understand your child’s medical needs)		
8. Statement of Approval for Developmental Disability services from OCDD		
9. List of current medications		
10. List of Doctors/Medical Care Facilities		
11. Birth Certificate – copy		
12. Immunization Records – copy		
13. Social Security Card – copy		
14. Medicaid Card – copy for now/ original at admission (we keep this at CLSSC)		
15. Medicare Card (If applicable) – copy for now/ original at admission (we keep this at CLSSC)		
<b>REQUIRED AT ADMISSION</b>		
1. Any additional insurance coverage and cards – originals (we need to keep)		
2. Insurance policies (medical, burial, life or other)		
3. Copies of any legal proceedings (i.e. divorce, custody, guardianship or other)		
4. Complete dental record		
5. All medications – <b>in labeled bottles</b> - and health care plan		
6. Previous educational or vocational evaluations		
7. All personal clothing, personal grooming aids, favorite objects or other items		
8. Any income or source of income information		
9. Any other information that might be helpful in daily care		
10. Any medical equipment		
11. Amount of money to open student fund account in the amount of \$50.00 or more		
Admission Checklist – updated 1/27/20		
R=received N=need		