



NO. DGSE-AD(PSY)/SURK/2021/ **4986**
GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL OF SPECIAL EDUCATION
31-Sher Shah Block New Garden Town, Lahore.

Dated Lahore, the 06th October, 2021.

To

*The District Education Officer (Special Education),
Bahawalpur / Dera Ghazi Khan / Faisalabad / Gujranwala /
Lahore / Multan / Rawalpindi / Sahiwal / Sargodha.*

Subject: DEVELOPMENT OF PROFORMA/FORMS FOR STANDARDIZATION & UNIFORMITY
IN RECORD KEEPING OF SERVICES PROVIDED BY PSYCHOLOGISTS TO
CHILDREN WITH SPECIAL NEEDS

Please refer to the subject cited above.

2. It is acknowledgeable that the Psychologists working in Special Education Institutions are performing their duties with great zeal, dedication and professional commitment in the larger interest of children with special needs. However, it has been observed that appropriate records of provided services are missing or disorganized. Therefore, there is dire need to develop a mechanism to bring uniformity in record keeping of provided psychological services. In this regard, Proforma for Individualized Educational Programme (IEP), Parents' Counselling Form, Student's Referral Form and Forms for Applied Therapeutic Interventions; Individual Session Report & Group Session Report have been designed after detailed deliberation and consultation with psychologists.
3. The same are uploaded on the Portal of **Related Services** under Students' Corner on the website of Special Education Department, Government of the Punjab, in order to ensure access to all psychologists.
4. You are, therefore, requested to inform Psychologists working under your jurisdiction to maintain documentation of provided services in black and white by using these Forms in order to bring uniformity in record keeping.

(KHAULA MUNAWAR MINHAS)
DEPUTY DIRECTOR (CURRICULUM)

C.C

1. P.S to Secretary, Special Education Department, Punjab.
2. P.A to Director General, Special Education, Punjab



NO. DGSE-AD(Psy)/ST/2021/ 4985
GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL OF SPECIAL EDUCATION
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Dated Lahore, the 06th October, 2021.

To

*The District Education Officer (Special Education),
Bahawalpur / Dera Ghazi Khan / Faisalabad / Gujranwala /
Lahore / Multan / Rawalpindi / Sahiwal / Sargodha.*

Subject: SPEECH AND LANGUAGE ASSESSMENT OF CHILDREN WITH HEARING IMPAIRMENT

Please refer to the subject cited above and find enclosed herewith the Proforma for Speech and Language Assessment of Hearing Impaired Children (HIC). The same is available on the Portal of **Related Services** under Students' Corner on the website of Special Education Department, Government of the Punjab, in order to ensure access to all Speech Therapists.

2. You are, therefore, requested to inform all Speech Therapists working under your jurisdiction to apply the Proforma on children with hearing impairment for the purpose of assessment and record keeping.

Enclosed: As above.

(KHAULA MUNAWAR MINHAS)
DEPUTY DIRECTOR (CURRICULUM)

C.C

1. P.S to Secretary, Special Education Department, Punjab.
2. P.A to Director General, Special Education, Punjab