



Senator for Children and Education, Rembertiring 8-12, 28195 Bremen

To the  
Primary schools, secondary schools  
and educational centres of  
the municipality of Bremen

For further information, please  
contact

Meike Wittenberg

Room 227

Tel. 0421 361-16552

Fax 0421 496-16552

E-mail: [meike.wittenberg@bildung.bremen.de](mailto:meike.wittenberg@bildung.bremen.de)

Date and ref. of your corre-  
spondence

My ref. (please specify when  
replying)  
21-2

Bremen, 18.3.2020

## Communication 92/2020

### Expert opinion on the identification of special educational needs in the area of perception and development support before school enrolment

Ladies and gentlemen,

I hereby wish to confirm:

As a result of the discontinuation of teaching from 16.03.2020 (see first ordinance on the Corona virus of 13.03.2020) on the basis of the Infection Protection Act, the planned procedure for determining the special educational needs in the field of perception and development support for children in day-care facilities before enrolment in primary schools is temporarily suspended.

The following procedure will be implemented:

#### 1. Cases in which the report has been completed but the final parental consultation is pending

Parents will be informed by telephone about the outcome of the report. A note will be made in the file about the telephone call, stating whether the parents generally agree with the recommendation or not. Where possible, the parents are to consent in writing by e-mail or using the enclosed form. The final parental consultation will be held on the earliest possible date after teaching has been resumed.



Entrance:  
Rembertiring 8-12

Service building:  
Rembertiring 8-12  
28195 Bremen

Bus / tram:  
Stop  
Central station

Hours:  
Monday to Friday  
from 9:00 a.m. to 2:00 p.m.

Bank account:  
German ConfederationBank  
Iban: DE 16 2500 0000 0025 0015 30  
Sparkasse Bremen  
Iban: DE 73 2905 0101 0001 0906 53

## 2. Cases in which the diagnostics have been partially carried out

The available information and findings on the children's needs for support are recorded as brief, preliminary reports in the "Expert opinion" form. A recommendation regarding the need for support shall be formulated.

Parents will be informed by telephone about the recommendation for educational support. A brief note is made about the phone call, indicating whether the parents generally agree with the recommendation or not. Where possible, the parents are to consent in writing by e-mail or using the enclosed form.

If the parents do *not* agree with the recommendation of a suspected need for educational support in perception and development, the procedure will be suspended.

Absent diagnostic findings and information will be collated as soon as possible, and the expert report supplemented accordingly.

## 3. Cases in which special pedagogical diagnostics have not yet been possible

In these cases, as much information as possible, such as discussions with parents, reports of early intervention, from therapists and the childcare centre, is obtained by telephone and/or in writing.

The information thus collected is used to justify a recommendation for special needs support in writing. Parents will be informed by telephone about the recommendation for educational support. A brief note is made about the phone call, indicating whether the parents generally agree with the recommendation or not. Where possible, the parents are to consent in writing by e-mail or using the enclosed form.

If the parents do *not* agree with the recommendation of a suspected need for educational support in perception and development, the procedure will be suspended.

Absent diagnostic findings and information will be collated as soon as possible, and the expert report supplemented accordingly.

The brief reports and preliminary opinions drawn up in this way serve as a basis for the classification of the perception and development classes before school enrolment.

The special pedagogical opinions and the short reports with the preliminary recommendations on the presumed need for support must be submitted to the Senator for Children and Education (OKZ 24-19) by 17.04.2020.

Opinions that have to be supplemented or completed must be submitted subsequently by 31.10.2020.

Sincerely,

Meike Wittenberg

**Information for the legal guardians about the provisional procedure for  
decision-making on special educational needs and the location of support**

**Pupil's name:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

I was informed on \_\_\_\_\_ (date) by \_\_\_\_\_ (name of the appraiser) that, due to the suspension of teaching from 16.03.2020, a preliminary recommendation regarding my child's special educational needs and the location of the support has been announced.

I have been informed that the procedure for the identification of special needs will be completed as soon as possible after the resumption of teaching, at the latest by 31.10.2020.

I agree ( ) / I do not agree ( )

with the preliminary recommendation on special educational needs \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Signature, Guardian