

Date: 05 March 2024

## Information on Special Arrangements Requests in s5 for the Baccalaureate cycle (S6-S7)<sup>1</sup>

Dear Parents,

We would like to inform you as the legal representatives of your child attending the ESM about special arrangements requests for the Baccalaureate cycle (s6-s7).<sup>2</sup>

In order to apply for these special arrangements (s6-s7) you need to make an official request in written format. This request must be accompanied by updated supporting reports, in either English, German or French. Requests must be made using a common application form and by filling out a Template where the special arrangements are requested and the justifying specialist diagnosis must be clearly indicated.

All requests for special arrangements in the European Baccalaureate cycle must be accompanied by a justifying medical / psychological / psycho-educational and/or multidisciplinary report.

**These documents must be sent by registered mail or hand-delivered to the ESM HS Educational Support Coordinator by 16 September 2024 at the latest.**

**These reports must fulfil the following criteria:**

- Be up to date. It must not be more than two years old, i.e., it must not be dated earlier than October 2022.
- Be legible, on headed paper, signed and dated.
- If not written in one of the working languages, be accompanied by a translation into English, German or French.
- State the title, name and professional credentials of the expert(s) who has/have undertaken the evaluation and diagnosis of the pupil.
- Provide a clear diagnosis according to DSM-V or ICD-10.
- State the nature of the pupil's medical/ psychological/psycho-educational needs.
- Contain a summary or conclusion stating the special arrangements required as well as where appropriate, recommendations for teaching/ learning for the school's consideration
- Reports for learning disorders need to describe the pupil's strengths and difficulties through standardised scores (cognitive assessment) and their impact on learning (educational evidence) and the tests or techniques used to arrive at the diagnosis.
- Reports for medical/psychological issues need to specify the pupil's medical/psychological needs and their impact on learning (educational evidence).

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1 References: Provision of the Educational Support in the European Schools – Procedural document (2012-05-D-15-de-13), Arrangements for implementing of the European Baccalaureate regulations (2015-05-D-12-en-35).

2 The granting of a particular arrangement in years s1-s5 does not necessarily mean that it will be granted in the European Baccalaureate cycle. No complaint or appeal about a decision taken on the granting or refusal of special arrangements may be lodged, without prejudice to Article 12.1, laying down arrangements for complaints about and appeals against the Baccalaureate examination.

We kindly ask you to keep in mind that many specialists have long waiting lists so it is imperative that you request an appointment as soon as possible as the writing up of the reports also takes time. Requests will not be considered after the deadline unless due to exceptional and/or unforeseeable situations e.g.: serious illness, accident, newly enrolled pupils, etc. Late requests must be fully justified and documented.

**The special arrangements requests have to include the following documents:**

1. The justifying medical / psychological / psycho-educational and/or multidisciplinary report
2. Template for the requesting of special arrangements for the European Baccalaureate cycle (Ref.: 2014-09-D-12-en-5, please find attached)
3. Limited authorisation to release confidential information (please find attached)
4. Request letter (please find attached)

We kindly ask you to send all the signed documents to the following address by registered mail or hand-deliver them no later than the 16th of September 2024.

**European School Munich**

Ms Evelien de Moes  
Educational Support Coordinator Secondary School  
Elise-Aulinger-Str. 21  
81739 München

**If you have any questions, please contact Ms Evelien de Moes at the following address:**  
[demoesev@teacher.eursec.eu](mailto:demoesev@teacher.eursec.eu).

Kind regards,



Martin Duggen

Deputy Director  
European School Munich



Evelien de Moes

Educational Support Coordinator HS  
European School Munich

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