

# Kentucky Office of Vocational Rehabilitation

## Instructions for completing form OVR 2A

### Instructions

The purpose of the OVR-2A is to provide a parent’s consent and permission for the OVR counselor to take an OVR-2 on a student when the parent cannot attend and provide the consent in person. The completed OVR-2A must be (or must be) received prior to the application meeting. The OVR-2 and the OVR 2A should be attached or electronically scanned into CMS together.

### Definitions

<b>School:</b>	<b>Definition of School:</b> Secondary or post-secondary education program the student is currently attending or has intention to attend. The student with a disability has been accepted; accepted the invitation; and the institution has informed the individual that their “spot” is being held for them.
<b>Signature:</b>	<b>Legal guardian</b> must sign if the student is under 18 or has a court-appointed guardian.

### Form Fields

<b>Counselor’s Name</b>	Enter OVR Counselor’s Name
<b>Permission to use email address</b>	Check the box for whether OVR can use the student’s email or not
<b>Legal Guardian or Court-Appointed Guardian</b>	The parent or court-appointed guardian check the appropriate box

**Student's Name**

Enter the student's name

**Social Security Number**

Enter the last 4 digits of the SSN

**Social Security Insurance (SSI)**

Check whether the student has SSI

**SSI Amount**

Enter the social security amount for student

**Phone Number**

Enter the phone number of the student

**Age**

Enter age of student

**Grade**

Enter current grade of student

**School**

Enter the school the student attends

**IEP or 504 Plan**

Check whether the student has an IEP or 504 Plan

**Signature of Legal/Court Appointed Guardian**

The parent or court-appointed guardian signs the form

**Date of Signature**

The parent or court-appointed guardian enters the date of their signature