



EUROPEAN SCHOOL VARESE

Via Montello, 118
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Information on Special Arrangements Requests in s5 for the Baccalaureate cycle (S6-S7) ¹

Dear Parents,

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

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 by filling out the Template form 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 ESV Educational Support Coordinator by 12 October 2026 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 2024.
- 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)

¹ References: Provision of the Educational Support in the European Schools – Procedural document (2012-05-D-15-en-14),

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



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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 remind you that many specialists have long waiting lists, so it is essential to schedule an appointment as soon as possible, as preparing the reports also requires time.

Requests submitted after the deadline will only be considered in exceptional or unforeseeable circumstances, such as serious illness, accidents, or the enrollment of new pupils. Any late requests must be thoroughly justified and accompanied by appropriate documentation.

The special arrangements requests have to include the following documents:

1. The justifying medical/psychological / psycho-educational and/or multidisciplinary report
2. Template form for the request for 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)

We kindly request that all signed documents be sent by registered mail or hand-delivered to the following address no later than October 12th, 2026.

Ms Patrizia Filomena

Educational Support Coordinator Secondary School

Via Montello, 118

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If you have any questions, please contact Ms Patrizia Filomena at the following email address:

patrizia.filomena@teacher.eursc.eu

Kind regards,

Patrizia Filomena

Director

Zdravka Grđan