



### ✚ What does AO-SF mean?

AO-SF stands for Ausbildungsordnung sonderpädagogische Förderung.

An AO-SF procedure is used to determine whether a student has special educational needs.

Special education support needs may be identified in the following developmental areas:

LES Areas:

- Learning (LE)
- Emotional-Social-Development (ESE)
- Language (SQ)

As well as:

- Mental development (GG)
- Physical-motor development (KME)
- Listening and communication (HK)
- Vision (SE)

There is no separate special education focus for the area of autism spectrum disorder. Pupils with such a diagnosis are assigned to one of the above-mentioned areas if they have a special educational need.

The areas of learning and mental development represent a separate course of education. In the learning program, the secondary school leaving certificate can be obtained after grade 9.

### ✚ When does an AO-SF procedure make sense?

Conducting an AO-SF procedure makes sense when a student is experiencing particular challenges in coping with the school day or the subject matter.

In an AO-SF procedure, it can be determined whether a special educational support need exists. Pupils with an identified special educational support need are entitled to special educational support and are supported within the framework of regular support planning or an individual learning plan (LE/GG).

### ✚ How does an AO-SF procedure work?

- The parents apply for the opening of proceedings. In rare cases, the school can also do this (learning, mental development, acute danger to self and others).
- The school supports the application with appropriate reports.
- The school board or district government reviews the application and decides whether to open the proceedings.
- When a procedure is opened, a special education teacher and, as a rule, the class teacher are designated to conduct the AO-SF procedure together and to prepare an expert opinion.
- Parents will be informed of the results.

- The school board or district government examines the report and, if necessary, approves or rejects a special focus on the basis of the report.
- Special education support needs are reviewed annually and the result is signed by the parents.
- A special education support need can be lifted when it is no longer needed.

### ✚ What's in store for parents, students?

- Parent meetings
- Provision of diagnostic documentation and development reports
- Fill out the application together with the school
- Visit to the health office if necessary
- Lesson observation by the special education teacher
- Performance of diagnostic tests
- Assigned school place at a school of shared learning (even if transfer to a secondary school is pending).
- Targeted promotion and support of the student in everyday school life
- Individual curricula and text testimonies in the areas of LE and GG.
- Possibility to attend a special school at the parents' request



### ✚ When can one apply for an AO-SF procedure?

- In the areas of KME, HK, SE, GG before school entry.
- In the areas of LES (LE, ESE, SQ) in the third year of school entry.
- In the LE area up to and including the 7th grade.

### ✚ Which school can a student with special education needs attend?

The regular place of promotion is a school of common learning.

Pupils with special educational support needs can also attend a corresponding special school at the request of their parents.

### ✚ For further information, please contact:

- By teachers and the school management of the local school responsible for you
- In the education authority for the district of Warendorf (primary school, special school, secondary modern school, combined school)

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- AO-SF Fachstelle Bezirksregierung Münster (Gesamtschulen, Sekundarschulen, Realschulen, Gymnasien) MsWahle: 0251-411-5256, [mareike.wahle@bezreg-muenster.nrw.de](mailto:mareike.wahle@bezreg-muenster.nrw.de)
- Handout AO-SF for guardians [www.gl.kreis-warendorf.de](http://www.gl.kreis-warendorf.de):



## AO-SF Procedure

An information for guardians

Status: 11/2021



zusammen lernen  
zusammenwachsen  
Schule NRW – Zukunft verbindet



School board for the district  
Warendorf