

Electronic Records Express Website Document Exchange Services

Teacher Questionnaire

This feature allows school personnel to access the Teacher Questionnaire (SSA-5665-BK) on the Electronic Records Express website. School personnel will be able to download the questionnaire, complete the form and send the form via the Electronic Records Express website to the DDS using the **Send Response for Individual Case** feature under the **Evidence Submission Services** heading on the Home page.

Start with logging into Electronic Records Express by providing your username and password. On the **Electronic Records Express Home Page**, under the **Document Exchange Services** heading, select “**Teacher Questionnaire**”. This will take you to the Teacher Questionnaire form.

Selecting this link directs you to get the Teacher Questionnaire as a PDF document. The first pages of the form provide brief explanations of why SSA is requesting the completion of the form and other general information.

Since this form is an important element in the decision of whether a child qualifies for disability benefits, please be sure to read all instructions and questions carefully and complete the form in its entirety and to the best of your ability, answering all questions appropriate to the child you are evaluating.

Electronic Records Express Home—Teacher Questionnaire

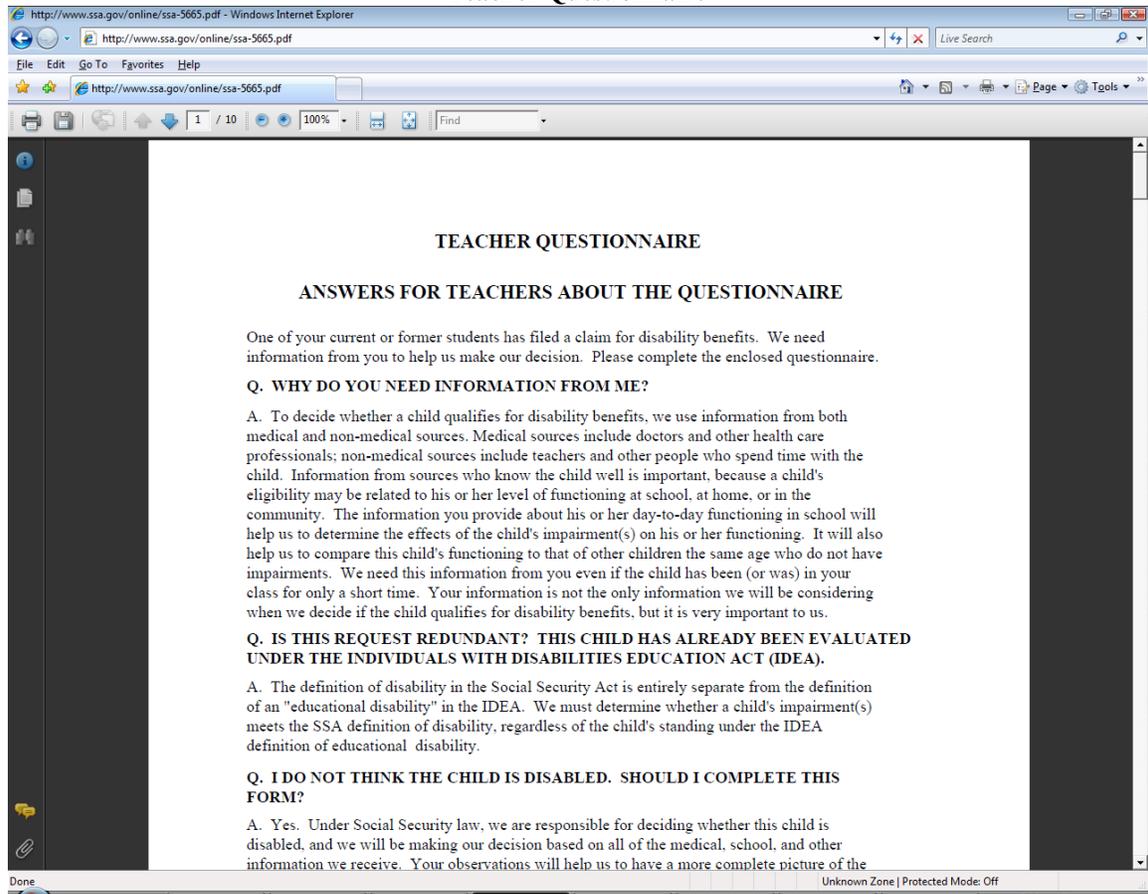
Step 1—Complete the Teacher Questionnaire

- Choose the **Teacher Questionnaire** hyperlink under **Document Exchange Services** from the Electronic Records Express Home website page. The **Teacher Questionnaire** link will take you to the Teacher Questionnaire form as a PDF document.
- Print and complete the Teacher Questionnaire form.

Step 2—Return Teacher Questionnaire to DDS

- You should have the SSA/DDS request letter readily available to complete the processing steps.
- Follow the user instructions for **Send Response for Individual Case** to send the completed Teacher Questionnaire to the DDS.

Teacher Questionnaire



The image shows a screenshot of a Windows Internet Explorer browser window. The address bar shows the URL <http://www.ssa.gov/online/ssa-5665.pdf>. The browser's menu bar includes File, Edit, Go To, Favorites, and Help. The toolbar shows various navigation and utility icons. The main content area displays a PDF document with the following text:

TEACHER QUESTIONNAIRE

ANSWERS FOR TEACHERS ABOUT THE QUESTIONNAIRE

One of your current or former students has filed a claim for disability benefits. We need information from you to help us make our decision. Please complete the enclosed questionnaire.

Q. WHY DO YOU NEED INFORMATION FROM ME?

A. To decide whether a child qualifies for disability benefits, we use information from both medical and non-medical sources. Medical sources include doctors and other health care professionals; non-medical sources include teachers and other people who spend time with the child. Information from sources who know the child well is important, because a child's eligibility may be related to his or her level of functioning at school, at home, or in the community. The information you provide about his or her day-to-day functioning in school will help us to determine the effects of the child's impairment(s) on his or her functioning. It will also help us to compare this child's functioning to that of other children the same age who do not have impairments. We need this information from you even if the child has been (or was) in your class for only a short time. Your information is not the only information we will be considering when we decide if the child qualifies for disability benefits, but it is very important to us.

Q. IS THIS REQUEST REDUNDANT? THIS CHILD HAS ALREADY BEEN EVALUATED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA).

A. The definition of disability in the Social Security Act is entirely separate from the definition of an "educational disability" in the IDEA. We must determine whether a child's impairment(s) meets the SSA definition of disability, regardless of the child's standing under the IDEA definition of educational disability.

Q. I DO NOT THINK THE CHILD IS DISABLED. SHOULD I COMPLETE THIS FORM?

A. Yes. Under Social Security law, we are responsible for deciding whether this child is disabled, and we will be making our decision based on all of the medical, school, and other information we receive. Your observations will help us to have a more complete picture of the

Done Unknown Zone | Protected Mode: Off

Access Keys

This application contains access keys to improve navigation and provide information. You will find a list of these keys in the table below:

Button	Access Key
Log Out	l

Other keyboard commands, hotkeys or access keys will vary based upon browser and the version of the browser that you are using. A list of these commands can be found in the Help section of your browser. The Help feature can be located on the Menu bar of your browser or by using the F1 function key on the keyboard. Any assistive devices that you may be using will also have a list of these shortcut keys in their Help section.

Note: To use these keys select the “Alt” button on your keyboard and the access key simultaneously.

How to Get Important Information about Electronic Records Express Website Availability

You may subscribe to receive ERE website availability notifications through the GovDelivery services on the Social Security Administration's Electronic Records Express internet website: [Social Security Online: Electronic Records Express](#). Please see the following website for *GovDelivery* FAQs:
<https://service.govdelivery.com/service/help.html#general1>

To subscribe to the ERE website availability notification, follow these instructions:

- Click  [Get important information about Electronic Records Express website availability.](#)
- Type your email address and select **Go**
- Confirm your email address
- Select "Send updates immediately by e-mail."
- Choose an optional password
- Select **Save**
- Select **Next**
- Subscribe to additional topics by checking the boxes or unsubscribe by un-checking the boxes
- Select **Save**
- Subscribe to topics from other agencies by checking the boxes or unsubscribe by un-checking the boxes
- Select **Save**

****Once you have subscribed, you will receive a Subscription Acknowledgement e-mail with instructions on how to update your user profile****