



# Requests for information and assessments from external providers

All requests for student information from external providers are to be made in writing to the Principal and emailed to:

**[support@northshoress.eq.edu.au](mailto:support@northshoress.eq.edu.au)**  
or handed in to the school office.



Parent/caregiver needs to complete a PARENT FORM for each request. The PARENT FORM can be collected from the front office or downloaded from the school website.



Completed forms are to be handed in to front office or alternatively,  
Email: [support@northshoress.eq.edu.au](mailto:support@northshoress.eq.edu.au)



A **three week** time frame for all requests is required out of respect for our teacher's valuable time and processing by our Student Support Team.



Any standardised tests or questionnaires must be provided in paper form. Copyright laws should be adhered to. Online assessment need specific consent to be completed as they may store information offshore.



Any information and data gathering forms are preferred in digital format for word processing.



A summary of results or a copy of any ensuing reports should be provided to the school.  
Reports can be emailed to [support@northshoress.eq.edu.au](mailto:support@northshoress.eq.edu.au)



External providers can also email the request directly to  
[support@northshoress.eq.edu.au](mailto:support@northshoress.eq.edu.au)