



# North Shore State School

Aspire Together - Achieve Together

## PARENT FORM

### Requests for information and assessments from external providers

**Department of Education Statement on Collaboration:** External providers offer a valuable service in supporting individual students. Collaboration between the provider and school can result in more effective support for the student. As part of the external provider's process of assessing need and supporting students, schools may be requested to provide information regarding a student's current presentation, progress, functioning and support needs. Given that the information involved is often of a sensitive nature and can rely on specific administration protocols, **North Shore State School adopts a best practice approach when responding to requests received from external providers.**

**Definition:** 'External providers' can include: government agencies (e.g. CYMHS, CDS), medical specialists (e.g. Paediatricians, Child Psychiatrists) or private providers (e.g. Psychologists, Social Workers, Counsellors or Therapists working in private practice).

**Types of information covered:** Information which may be requested by external providers can include the provision of information from OneSchool (attendance, behaviour information, academic achievement, support provisions), existing assessment reports (e.g. Guidance, SLP) or the completion of cognitive assessments and various rating scales / checklists (Adaptive Behaviours, ASRS, Conners rating scales) for use by the requesting external provider.

Requests for student information for external providers are to be made <b>in writing to the Principal and emailed to school or handed in to administration.</b>
<b>It is not appropriate practice for class teachers to be contacted directly by parent or external provider.</b>
Complete the below form and return to the administration office or alternatively, email <a href="mailto:support@northshoress.eq.edu.au">support@northshoress.eq.edu.au</a>
Parent/caregiver consent <b>must be documented</b> prior to the school responding to the request.  The Department of Education needs consent in writing before it uses, records or discloses personal information, or materials, with third party individuals and organisations. You can withdraw your consent at any time in writing by emailing the principal. Further information is included in the explanatory letter attached to the consent form.  Contact Head of Special Education Services to discuss consent forms.
<b>A four-week timeframe</b> for all requests is required out of respect for our teacher's valuable time and processing by our student support services team
Any <b>standardised tests or questionnaires</b> must be provided in paper form. Copyright laws should be adhered to. Online assessments 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 should be emailed to - <a href="mailto:support@northshoress.eq.edu.au">support@northshoress.eq.edu.au</a>

To the Principal

Request for student information for: \_\_\_\_\_  
(student name) (class)

I am writing to request information be provided to me for my child's upcoming specialist/external provider appointment. I understand that the school will contact me to complete a consent form before processing the information requested.

I am writing to request information be provided directly to specialist/external provider for ongoing assessment and/or intervention. I understand that the school will contact me to complete a consent form in regards to the information requested.

Practitioner / External Agency:	
Phone:	
Email:	

The date of my child's next appointment is: \_\_\_\_\_

North Shore State School is requested to provide the following:

<input type="checkbox"/>	Completion of teacher forms or questionnaires for standardised assessments.
<input type="checkbox"/>	Information or data gathering form
<input type="checkbox"/>	Class observation record request
<input type="checkbox"/>	GO letter of support for GP or specialist referral
<input type="checkbox"/>	Referral to external provider
<input type="checkbox"/>	DoE collateral Eg. Academic reports, behaviours reports, support plans
<input type="checkbox"/>	Application for external support or other circumstance. Eg. Tutoring, bursary,
<input type="checkbox"/>	Other:

Documentation required by: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_