

## REQUEST FOR INFORMATION AND ASSESSMENTS FOR 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).

External providers can 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, Banksia Beach State School adopts a best practice approach when responding to requests received from external providers.

### To the Principal:

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

I am writing to request information be provided for my child's upcoming specialist/external provider appointment and understand and acknowledge the following information:

<input type="checkbox"/>	Requests for student information for external providers are to be made in <b>writing</b> . Complete this form and return to the administration office or via email to: <a href="mailto:externalrequests@banksiabeachss.eq.edu.au">externalrequests@banksiabeachss.eq.edu.au</a>
<input type="checkbox"/>	Parent/caregiver <b>consent to share form</b> must be completed prior to the school responding to the request. Student Support Services Representative will organise for the form to be completed and signed. Details of the external provider(s) e.g. name, title and contact details will be required.
<input type="checkbox"/>	Reasonable timeframes (up to four weeks) for all requests are required out of respect for our teacher's valuable time.
<input type="checkbox"/>	Any assessments or questionnaires must be provided in paper or digital form. Online assessments cannot be completed as they breach Department of Education policy around storing information offshore.
<input type="checkbox"/>	The school will not score or write reports for the requested tests or questionnaires.
<input type="checkbox"/>	Requested information will be returned directly to the external provider as per Education Queensland guidelines.
<input type="checkbox"/>	A summary of results or a copy of any ensuing reports should be provided to the school.
<input type="checkbox"/>	As directed, schools are not to undertake any new assessments or create new reports to support a NDIS access request. Existing reports can be provided.
<input type="checkbox"/>	In some cases, the school may decide to decline a request from an external provider to complete/compile information for an enrolled student. This decision is made on a case-by-case basis and if a request is declined then this will be communicated to the person making the request and the parent/carer.

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

Banksia Beach State School is requested to provide the following:

\_\_\_\_\_

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

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

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

### School to complete:

Date received:

Principal Approved: Yes/No/Existing info only

Consent form completed Yes/No