

## REQUESTS 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, Mackay West State School adopts a best practice approach when responding to requests received from external providers.

<input type="checkbox"/>	Requests for student information for external providers are to be made <b>in writing through the principal</b> . Complete the below form and return to the administration office or alternatively, email the Principal <a href="mailto:principal@mackaywestss.eq.edu.au">principal@mackaywestss.eq.edu.au</a>
<input type="checkbox"/>	Parent/caregiver <b>consent 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.
<input type="checkbox"/>	A four-week timeframe for all requests is required out of respect for our teacher's valuable time.
<input type="checkbox"/>	Given current constraints a physical (paper copy) of the test proforma must be provided. Online assessments cannot be completed as they breach Department of Education policy.
<input type="checkbox"/>	The school will not score or write reports for the requested tests or questionnaires.
<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 an 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.

### 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 that the school will contact me to complete a consent form in regards to the information requested.

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

I have completed and signed the attached '**Consent form to share student personal information with third parties**'.

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

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

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

**School to complete**

Principal Approval: Yes / No

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

Consent Form completed Yes/No