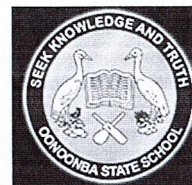


REQUESTS FOR INFORMATION AND ASSESSMENTS FOR EXTERNAL PROVIDERS



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, Oonoonba State School adopts a best practice approach when responding to requests received from external providers.

☐	Requests for student information for external providers are to be made in writing, accompanying external provider requests of information, eg: letter, email request or form. Complete the form below and return to the administration office or via email to: principal@oonoonbass.eq.edu.au
☐	Parent/caregiver consent must be documented prior to the school responding to the request. Complete a "<i>consent from to share student personal information with third parties</i>". Forms are available in consultation with the Guidance Officer or Principal. Ensure you list the details of the external provider(s) e.g. name, title and contact details. <i>The Department of Education requires third party consent in writing before it uses, records or discloses personal information, with third party individuals and organisations. You can withdraw your consent at any time in writing by emailing the school. Further information is included in the explanatory letter that accompanies the form.</i>
☐	Reasonable timeframes (two to four weeks) for all requests is required.
☐	Any tests or questionnaires must be provided in paper or printable form, from the external agency as listed on the consent form above. At this time, online assessments cannot be completed as they breach the Department of Education policy around storing information offshore.
☐	A summary of results or a copy of any ensuing reports should be provided to the principal principal@oonoonbass.eq.edu.au.

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.
- ☐ I am writing to request the completion of an assessment (including questionnaires and monitoring forms) as per specialist request. I understand paper copies must be provided.

The date of my child's next appointment is _____

Oonoonba State School is requested to provide the following:

Signed: _____
 Name: _____
 Date: _____

School to complete	
Principal Approval: Yes / No / Existing info only (e.g. PLP, support plan, reports)	
Date:	
TP Consent Form completed	Yes / No