



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, Leichhardt 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 in writing . Complete the form below and return to the administration office or via email to: Admin@leichhardtss.eq.edu.au
<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"/>	Parent/caregiver consent must be completed after school approves request. Complete a "consent to share student personal information with third parties form". Student Support Services representative will organise for form to be completed and signed. Details of the external provider(s) e.g. name, title and contact details will be required. <i>The Department of Education needs 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>
<input type="checkbox"/>	Any tests or questionnaires must be provided in paper form . At this time, online assessments cannot be completed as they breach the Department of Education policy around storing information offshore.
<input type="checkbox"/>	A summary of results or a copy of any ensuing reports should be provided to the school.

To the Student Support Service Team

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 _____

Leichhardt State School is requested to provide the following:

Signed: _____
Name: _____
Date: _____

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

Leichhardt State School

Respect, Gratitude, Teamwork, Perseverance

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