CAMP HILL STATE INFANTS & PRIMARY SCHOOL

Requests for Information and Assessments from External Providers

External providers can offer a valuable service in supporting individual students. At Camp Hill state Infants & Primary school, we recognise that effective collaboration with these providers can enhance the support a student receives. 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.

To ensure this information is handled appropriately, Camp Hill State Infants & Primary School follows best practice procedures, sharing information professionally and in accordance with departmental guidelines and privacy requirements when responding to requests from external providers.

☐	Requests for student information for external providers are to be made in writing through the Principal and Head of Inclusion. Complete the below form and return to the administration office or alternatively, email the Head of Inclusion at admin@camphillipss.eq.edu.au
☐	Parent/caregiver **consent must be documented** prior to the school responding to the request. Following your request for information a third-party consent form will be provided to you. 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.
☐	**A three-week timeframe** commencing on the receipt of requests is required, out of respect for our teacher's valuable time.
☐	Any tests or questionnaires must be provided in **paper form or emailed PDF**. Online assessments cannot be completed as they breach Department of Education Policy around storing information offshore.
☐	Information requested will be **emailed and posted directly to the external provider.** A summary of results or a copy of any ensuing reports should be provided to the school.

To the Principal / Head of Inclusion,

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 regard to the information requested.

The date of my child's next appointment is _____

Camp Hill State Infants & Primary School is requested to provide the following:

_____

_____

Signed: _____

Name: _____ Date: _____

School to complete
Principal Approval:
Yes / No
Date:

Third Party Consent Form completed:
Yes / No
Date:

Information sent to External Provider
Date: