

Process for - External Provider Assessment Requests



Step 1

Request and Communication

All requests are submitted to the Learning and Support Team (LST).



- Parent requests for external provider assessments are submitted to the Learning and Support Team (LST) by KSPS staff.
- Requests from external providers are communicated to parents first to ensure awareness of the request and obtain permission for exchange of information.
- Exchange of information permission is required in writing.

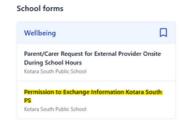
Step 2

Parent/Carer Permission

Permission for exchange of information required.



 Parents are asked to sign a permission for exchange of information, available on School Bytes
Forms - Wellbeing.



 Once permission has been confirmed, the request is tabled at the LST meeting (held each Monday).

Step 3

Consideration of Request

Principal and LST ensure the service aligns with the student's learning goals.



- LST discuss the request and relevant support details and recommend future actions.
- If approved, request will is sent to the class teacher, who has 14 days to complete it and inform parents and the LST.
- If not approved, the class teacher will update parents following the LST meeting regarding future actions.

Step 4

Future Actions

Support Planning and follow up.



- All assessments are submitted electronically or emailed directly to the external provider.
- It is recommended that parents provide external provider reports and recommendations for support to school.
- Appropriate recommendations from external providers are included in support planning for the student.

