

## Privately Engaged Service Provision in Schools Parent/Guardian Request Form

### Instructions to parent/guardian

- Once fully completed, this form should be submitted to the school by the parent/guardian.
- An individual request form is required for each individual professional proposed to facilitate privately engaged service provision in school.

### Student details

Full name	
Date of birth	
Class or year level	
Name of school	

### Proposed privately engaged service provider

Service provider organisation name	
Australian Company/Business Number (ACN/ABN)	
Full name of individual professional proposed to facilitate services	
Job title of individual professional proposed to facilitate services	

### Proposed privately engaged service provision details

Type of service provision proposed (eg psychology, occupational therapy, speech pathology)
Description of proposed service provision, including focus and goal/s
Reason/s for proposed service provision to occur at the school as opposed to offsite
Reason/s for proposed service provision to occur during school hours
The relevance and benefit/s of the proposed service provision to the student's access and participation in education and educational outcomes
Proposed day/s for service provision (if known)
Proposed start/finish times and length of service provision sessions (if known)

Proposed frequency of service provision (eg one-off, weekly, fortnightly, odd/even weeks) (if known)	
Proposed start date of service provision (eg specific date, as soon as possible, next term) (if known)	
Proposed end date of service provision (if known)	
Proposed location of service provision (eg a separate indoor or outdoor space, within the student's classroom)	
Access to school facilities/resources required by the proposed service provision	
School sessions the student will miss, due to the proposed service provision (if known)	
Is the proposed service provision required for medical reasons? (If yes, attach the relevant health care plan, completed by the treating health professional.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

I request that the abovenamed privately engaged service provider be allowed access to the school to provide services to my child. I understand that:

- requests for privately engaged service provision in school will only be considered by the Principal, if submitted by the parent/guardian, using this request form, and if the form has been fully completed and signed.
- the Principal has absolute discretion to decide whether or not a privately engaged service provider can enter the school, as well as when, where and how arrangements are managed where access is approved.
- the Principal will take a range of factors into account when considering this request, which relate to the individual student, as well as to the wider needs of the school and community, decisions by the Principal are made on a case-by-case basis and are final.
- if the Principal agrees to proceed, in principle, toward developing an agreement for the requested privately engaged service provision to occur on site, I and the proposed privately engaged service provider will be required to complete an agreement proposal, for further consideration by the Principal; commencement of service provision is subject to approval of that agreement by the Principal, under the conditions outlined within an approved agreement.

Full name (parent/guardian)	
Signature (parent/guardian)	
Date	

FOR OFFICE USE ONLY	
(To be completed by the school, only once request form has been fully completed.)	
Date request form received by school, from the parent/guardian	
Date response to request sent, to the parent/guardian, by the school	