**Parent Form to request documentation held by your child’s school**

The National Disability Insurance Scheme (NDIS) can help people with disability, their families and carers.

It needs information about the person’s disability and the type of help they might need such as reports from doctors or specialists.

Schools also have reports or other information about how they are supporting a student with disability that is useful to the NDIS.

Talk to your child’s school about any reports or other information about your child that it can give to you.

Then complete the form below, put a tick (√) against the documents you want, sign the form and give it to the school.

**Student details**

|  |  |  |
| --- | --- | --- |
| Student Name | Name of the school | Class |
|  |  |  |

A list of the documentation which may be available is provided below.

|  |  |
| --- | --- |
| **Type of information** | **Please tick (√) the relevant box to request information** |
| Education Adjustment Verification (EAP) Reports |  |
| Therapy Reports |  |
| Personalised Learning Plan |  |
| Individual Curriculum Plan |  |
| Health Management Plan **Note:** Health Management Plan will be available for students who may have specialised health needs associated to their disability. |  |
| Disability Support Summary **Note:** Disability Support Summary provides an overview/snapshot of the supports your child accesses at school. |  |
| **Other information not listed above –** Any other information you want that is not listed above, |

|  |  |  |
| --- | --- | --- |
| Parent Name | Signature | Date |
|  |  |  |

**Privacy and confidentiality obligations**

Under the Department’s Access to records held in schools procedure, schools can only give documentation about a child to a parent, or a person with parental responsibility. The request must be in writing. More information available at: <http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Access%20to%20Records%20Held%20in%20Schools/access-to-records-held-in-schools.pdf>