

APPENDIX C

**PROTOCOL FOR PARENT/GUARDIAN REQUESTED
CONDITION OF ACCESS AGREEMENT**

Privately Funded External Agency Service Providers

Services obtained by the parent/guardian (e.g., OT, PT, Speech, ABA)

- Parent/guardian make a written request to the school for service by a private external agency (including FORM 2).
- School principal contacts the Superintendent of Special Education (or designate) to review request.
- the Superintendent of Special Education (or designate) and school principal will consider the following when making a decision:
 - Board responsibilities and commitments.
 - Student's individual, demonstrated disability-related learning needs.
 - Student's dignity.
 - Inclusion and independence.
 - Availability of space.

If denied - school principal will contact the parent/guardian to inform of the decision.

If approved - school principal sends the parent(s)/guardian(s) the following:

- FORM 4, Private External Agency Retainer Declaration (parent(s)/guardian(s) to sign).
- FORM 5, Summary of Service for School Administration (external agency /provider completes and provides to school principal).

School principal collects all required FORMS (above) and relevant documentation and sends to the Superintendent of Special Education (or designate) for review.

The Superintendent of Special Education (or designate) will develop an Agreement and send to the external agency/provider for signature.

When Superintendent of Special Education (or designate) receives the signed agreement, they will:

- Forward a copy of the agreement to the school principal and appropriate HSCDSB staff.
- Advise the school principal and external agency/provider and parent that service can begin.

Once the service is complete, the external agency will complete and provide the school principal with a summary of service (FORM 5).

Possible Outcomes/Next Steps

1. Consultation	<ul style="list-style-type: none"> • School principal meets with school staff, parent/guardian and external agency. • Review roles, involvement procedures and focus of meeting. • Shares information. • School principal will determine next steps (development/changes to Individual Education Plan [IEP]) future meetings and frequency. • Observation, Demonstration or Direct Services must be approved by the Superintendent of Special Education (or designate).
2. Observation (if agreed to)	<ul style="list-style-type: none"> • Conduct observation for agreed upon time under the approved format • School staff are present to assist and/or provide feedback on appropriateness in a school setting • Copies of observation notes must not reference staff or other students and documentation will be provided to the school principal at the end of each observation by the external agency • Written reports (outcomes and recommendations) will be reviewed with school principal and staff prior to finalization and distribution by the external agency • School principal will determine next steps (i.e. development/changes to IEP, Demonstration/Direct Service), future meetings and frequency
3. Demonstration (if agreed to)	<ul style="list-style-type: none"> • School principal reviews demonstration procedures (i.e. date, time, school/central staff involved, goals, strategies/techniques, etc.) • External agency conducts demonstration for agreed upon time under approved format • School staff are present to assist and/or provide feedback on appropriateness in a school setting • School principal determines if the strategy/technique may be used by school personnel (if so, include in student's IEP)
4. Direct Service (if agreed to)	<ul style="list-style-type: none"> • In a few cases, short term, direct service is provided outside of the classroom without the presence and/or supervision of board staff

