



FORM 3
Parent/Guardian Requested Condition of Access Agreements
Checklist for School Principals

Please use the following checklist to ensure the process is followed for all parent/guardian requested private external agency services.

- Received written request for private external agency service from parent/guardian.
- Contacted the Superintendent of Special Education (or designate) to discuss nature of request.

If denied:

- advised parent(s)/guardian(s) (process ends here).

If approved, provided parents/guardians with the following:

- FORM 4, Private External Agency Retainer Declaration.
- FORM 5, Summary of Service for School Administration.

Forwarded the following to the Superintendent of Special Education (or designate):

- FORM 4, Private External Agency Retainer Declaration.
- A written declaration that the external provider has policies and procedures to guide the service provided, including but not limited to, obtaining informed consent from parent(s)/guardian(s) and/or student based on age of consent/competency.
- Copies of the form(s) used to obtain consent from parent(s)/guardian(s) and/or student.
- A written declaration that all service providers who have direct contact with students, have a clear and current criminal background check with vulnerable sector screening or a completed offence declaration (if CBC-VSS was provided the previous year) in compliance with board procedures.
- A certificate of insurance with a minimum of \$5,000,000 commercial general liability (CGL) insurance per occurrence including professional and/or malpractice coverage.
- The H-SCDSB is listed as an additional insured party on the CGL certificate.
- Proof of insurance through the Workplace Safety Insurance Board (WSIB) while working on board property, or exemption.

Service can begin once:

- A copy of the signed Agreement is received.
- Superintendent of Special Education (or designate) has advised that service can begin.

Upon completion of service:

- Received a copy of FORM 5, Summary of Service for School Administration completed by external agency/provider.
- Placed FORM 5, Summary of Service for School Administration in a confidential and secure location (not in the OSR).
- Reviewed the Protocol for Parent/Guardian Requested Condition of Access Agreement (APPENDIX C) for next steps.