

APPENDIX D

PROTOCOL FOR REVIEW OF EXISTING THIRD-PARTY AGREEMENTS

Feedback on the effectiveness of third-party contracts in place will be solicited annually by the Superintendent of Special Education from the special education department and applicable board staff.

Discussions about the third-party contracts, including all feedback is shared with admin council.

Superintendent of Special Education (or designate) approves agreement extension.

extension.

The superintendent will:

- Prepare new agreement.
- Send to the external agency for signature.
- Request updated copies of all relevant documentation.

When the signed agreement and all relevant documentation is received, the superintendent will:

 Advise the external agency/provider, school and parent (if applicable) that service can continue. external agency to request additional information or to advise the agreement extension has been denied.

Superintendent (or designate) contacts

Superintendent of Special Education

(or designate) denies agreement

Changes communicated to appropriate HSCDSB staff.