

CONSENT FORM



School		Campus	
Student Name			
Gender	M / F (Please circle)	Year Level	
Date of Birth			
Home Address			Postcode
School Contact Person		Position	
Email		Telephone	

- Please tick this box if you wish your child's name to remain confidential when recorded on the AISSA Special Education Database
- Please tick boxes below as appropriate
- Student is Aboriginal/Torres Strait Islander (ATSI)
- Student is under the Guardianship of the Minister (GOM) Date of GOM granted ____/____/____
- Student is from a Non-English speaking background (NESB)

- Student has been verified as a Student with a Disability (SWD)

As the parent/guardian, I authorise the AISSA Special Learning Needs Support team to access information that may be of benefit to the education of my child from the relevant persons/organisations. In granting this authority, I understand that consent will remain current for the period my child is enrolled at this school.

Name of Parent /Guardian			
Signature		Date	
Principal Name			
Signature		Date	

COLLECTION NOTICE

AISSA/SA Independent Schools Targeted Programs Authority/SA Independent Schools Block Grant Authority collect/s personal information about students, school employees, school governors and others who interact with the organisation. The primary purpose of collecting this information is to enable the organisation to provide services to students, schools or others. The organisation may from time to time disclose personal information to others for advisory, administrative or educational purposes. Such disclosures will only be in relation to the primary purpose of collection, or for secondary purpose, related to the primary purpose, and which the individual would reasonably expect. If the organisation does not receive the information referred to above, it may not be able to provide the relevant service to the school, student, school employee or others.

Any questions in relation to the collection, use and disclosure and retention of personal information collected by the organisation may be directed to, or a copy of the organisation's Privacy Policy may be obtained from, the organisation's Privacy Officer (Mr Roger Anderson).

ASSESSMENT APPLICATION FORM

Diagnostic Assessment

The assessment is conducted by an allied health or educational professional via a school visit and involves the following:

- Questionnaire and/or information collected from parents/caregivers and teachers prior to the assessment
- Review of previous assessment reports, school reports and student work
- Observation of the student at school, in the classroom and/or playground
- Possible interview with the student's parents/caregivers and/or school staff
- Diagnostic outcome reported to the student's parents/caregivers and school staff, usually at the end of the assessment day or at a follow up visit
- Written report provided to the AISSA, the school and the parents/caregivers.

Assessment Service Requested

- Speech Pathology Assessment
- Psychology Assessment
- Autism Spectrum Disorder Assessment
- Social / Emotional Assessment
- Occupational Therapy Assessment
- Behavioural Observation

The information marked with an * is mandatory before the application can be considered for a funded assessment.

- * Vision Assessment – results attached.
- *Hearing Assessment – results attached.
- *Teacher Observations and Concerns re academic work, behaviour, etc - attached.
- *Special Education Teacher comments – attached, including current accommodations
- * Samples of unaided creative writing with task set described – attached.
- * Drawing – attached.
- School-based assessments.
- Other work, as appropriate – attached.
- Previous Psychological, Speech or Medical reports - attached.
- ESL + Special Learning Needs Checklist
- ASD Checklist
- Autism Checklist



ASSESSMENT PERMISSION FORM

Parent / Guardian Consent

In signing this, I agree to:

- Consent for the selected assessment service for my son/daughter;
- The AISSA Special Education Team reviewing the assessment application submitted by the school for my son/daughter and understand that the assessment request may not be approved;
- A release of the assessment report to my son's/daughter's current school and to the Special Education staff at the AISSA;
- I have read the AISSA Privacy Policy attached to this form

Name of Parent /Guardian

Signature **Date**

Principal's Comment. Please indicate specific concerns and your expected outcomes:

Principal Name

Signature **Date**

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AISSA – Approved by

Signature **Date**



ASSOCIATION OF INDEPENDENT SCHOOLS OF SA
SA INDEPENDENT SCHOOLS TARGETED PROGRAM AUTHORITY INC
SA INDEPENDENT SCHOOLS BLOCK GRANT AUTHORITY INC
PRIVACY POLICY

This statement outlines policy on how the Association of Independent Schools of SA, the SA Independent Schools Targeted Program Authority and the SA Independent Schools Block Grant Authority (“the organisations”) use and manage personal information provided to or collected by them.

The organisations are bound by the National Privacy Principles contained in the Commonwealth Privacy Act and will collect, use and retain personal information in accordance with those Principles.

The organisations may, from time to time, review and update this Privacy Policy to take account of new laws and technology and changes to its operations and practices.

What kind of personal information do the organisations collect and how is it collected?

The type of information the organisations collect and hold includes (but is not limited to) personal information, including sensitive information about:

- School staff and Governors;
- Students for the purpose of providing advice to schools and other agencies
- Students for the purposes of funding applications and other Program activities;
- Job applicants, staff members, volunteers, consultants and contractors; and
- Other people who come into contact with the organisations.

Personal Information you provide: The organisations will generally collect personal information held about an individual by way of forms filled out by those individuals, face-to-face meetings and interviews, and telephone calls.

Personal Information provided by other people: In some circumstances, the organisations may be provided with personal information about an individual from a third party, for example, a referral or reference from a school or educational organisation.

Exception in relation to employee records: The National Privacy Principles do not apply to employee records, and this Privacy Policy does not apply, in relation to the organisations' treatment of an employee record where the treatment is directly related to a current or former employment relationship between the organisation and the employee.

Use of Personal Information You Provide

The AISSA and two Authorities will use personal information collected from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Students: In relation to personal information of students the AISSA and two Authorities primary purpose of collection is to enable the organisation to assess applications for funding or other Program activities.

In some cases where the organisations will request personal information about a student, if the information requested is not obtained, the organisation may not be able to assess a student's funding or other application.

Job applicants, staff members, consultants and contractors: In relation to personal information of job applicants, staff members, consultants and contractors, the organisation's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member, consultant or contractor, as the case may be.

The purposes for which the organisations use personal information of job applicants, staff members, consultants and contractors include:

- In administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- To provide information and advice to schools;
- To satisfy the organisations' legal requirements.

School Staff and governors: The organisation's use of personal information about School staff and Governors to provide services to schools including the provision of information and advice, professional development, administration of Programs, representation and advocacy and the promotion of independent schools to the public.

Disclosure of Personal Information

The organisations may disclose personal information, including sensitive information, held about an individual to:

- Schools;
- Government departments and education authorities;
- People providing services to the organisations;
- Recipients of the organisations' publications, like newsletters and magazines;
- Anyone you authorise the organisations to disclose information to.

Sending information overseas: The organisations will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied); or
- Otherwise complying with the National Privacy Principles.

Treatment of Sensitive Information

"Sensitive information", refers to: information relating to a person's racial or ethnic origins, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of that sensitive information is allowed by law.

Management And Security Of Personal Information

The organisations staff members are required to respect the confidentiality of personal information and the privacy of individuals.

The organisations have in place steps to protect the personal information held from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

Updating Personal Information

The organisations will endeavour to ensure that the personal information held is accurate, complete and up-to-date. A person may seek to update their personal information held by the organisations by contacting the organisations.

The National Privacy Principles require the organisations not to store personal information longer than necessary.

You have the right to check what personal information the organisations hold about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information, which the organisations hold, about them and to advise the organisations of any perceived inaccuracy. There are some exceptions to this right set out in the Act.

Please contact the organisations in writing through the AISSA Executive Director to make a request to access any information the organisations hold about you.

Endorsed 11 February 2002