PROVIDING INFORMATION FOR EXTERNAL PROFESSIONAL SERVICES: PRIVATE AND PUBLIC

Have you received a request for information from a Parent, External Psychologist, External Speech Language Pathologist, or other External Professional?

Yes

Is your administration aware of the request?

No

Inform your administrator

Yes

Have you been assigned to fill in forms or questionnaires?

Yes

Do you have enough time to complete the request in your Other Professional Duties?

No

Request to be released from your teaching duties to complete the request

Yes

Complete the request

**All information must be sent directly to the external professional.
DO NOT send it home with the student or parents.**

Guidelines for Providing Information for External Professional Services Document

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