



## PROTOCOL FOR COMMUNITY SERVICE PROVIDERS

Collaboration between professionals is in the best interest of the child and family. Input from other service providers can be valuable to a student's school-based team. Written consent for the release of confidential information from the student's parent/legal guardian needs to be provided to the student's case manager before collaboration can occur.

### **When requesting an opportunity to collaborate or do a classroom observation:**

- Community service providers contact the student's case manager.
- School Based Team (SBT) determines if observations are appropriate and needed.
- The case manager directs the community professional to make phone contact with the professional of the same discipline on the student's team.
- A discussion takes place between the two professionals.
- Parental consent in written format is supplied to the school.

### **If an observation or meeting is indicated:**

- The community professional provides a brief, written description outlining the purpose of the intended observation or meeting.
- The school district professional contacts the case manager and provides them with a copy of the request.
- The case manager discusses the request with the SBT.
- If all parties involved agree to an observation, visit or meeting, a time will be scheduled.

### **If an observation is scheduled:**

- The community professional and the professional on the student's team will observe together.
- The observer's notes will be copied and provided to the school district professional before leaving the school.

### **If a meeting is scheduled:**

- A written record of the meeting will be kept by school district staff and provided to SBT.

### **Notes and Reports:**

- Notes and reports from community professionals should be directed to the appropriate school district professional & SBT.

### **Individualized Education Plan (IEP) Meetings:**

- The time allotted for the student's team to develop an IEP is limited. For sharing of reports or assessments, a separate meeting will be arranged as outlined above.