



# School Request For Support Form School Support Services 2022-2024



## SECTION A

(If this request is for more than one eligible student, only one Section A is required)

Remove this box prior to providing request form to schools

**Please Note** – It is a requirement of your Service Agreement to obtain a signed School Request for Support Form for each student, which **must** be renewed **each school year**. Approved organisations may either utilise this template in its entirety **or** incorporate **all** provisions contained within this template into their own document for schools to request services under the SDSS Program.

A renewal form for ongoing SDSS services in subsequent school years (following the first year of service) is essential. Each year, the renewal form must be signed by the school principal (or approved delegate), and must confirm renewed parent/guardian consent and ongoing eligibility of the student for SDSS services. Attach the renewal form to the original approved School Request for Support Form for record keeping purposes.

### Service Request

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Email Address: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Position of person making request (Contact): \_\_\_\_\_

School Contact's Phone Number: \_\_\_\_\_

School Contact's Email Address: \_\_\_\_\_

Has the school contacted their Regional Office to check if there are any supports and/or school based therapies available from the education sector?

Yes

No

### SECTION B

(If this School Request for Support Form is for multiple eligible students, a Section B must be completed for each eligible student)

#### Student Details

Name: \_\_\_\_\_

School Year Level: \_\_\_\_\_

Impairment Categories: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Does the student access specialist education services at the school?

- Special Education Support       AVT  
 Therapy Services                       Teacher Aide Support  
 Other (Please provide further details):

Please describe key concerns regarding the student's **access** to and **participation** in the curriculum:

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#### SDSS Services – Student Eligibility

Check the relevant box regarding student eligibility:

<b>State schools</b>	<input type="checkbox"/> Students who were recorded in the latest submission of the Nationally consistent collection of data on school students with disability (NCCD) as receiving Substantial or Extensive adjustments; or  <input type="checkbox"/> Prep and new students to a state school recorded with Anticipated Adjustments at Substantial or Extensive, as submitted for Day 8.
<b>Non-state schools</b>	<input type="checkbox"/> Students who have a current verification under the Education Adjustment Program (EAP).

## Parent/Guardian Information

First & Last Name:

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Contact Number:

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Email Address:

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Postal Address:

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## School Consent

**Principals (or delegate), your consent is required by ticking the box beside the statements below. SDSS services cannot be provided until all statements are agreed to:**

- I understand that **Act for Kids** will provide services at our school and will work in collaboration with the student's educational team to provide advice and support for the development and implementation of the student's Personalised Learning Plan.
- The relevant school policies and procedures, including child safety and mandatory reporting requirements, have been viewed and completed by [insert name of organisation].
- Consent has been received from a parent/guardian for each student listed in Section B of this request to receive a SDSS service from [insert name of organisation] at our school.
- I confirm that each student listed in Section B of this request meets the eligibility requirements to receive a SDSS service, as listed in the previous section, SDSS Services – Student Eligibility.

**\*Privacy Collection Notice:** All approved SDSS organisations have a current service agreement with the Department of Education, which requires them to adhere to strict Disclosure of Confidential Information and Protection of Personal Information clauses when delivering a service.

The personal information gathered by [insert name of organisation] for this request is for the purpose of delivering services to improve access to and participation in curriculum and educational outcomes, and will not be used for any other purpose or given to any other party unless you have consented or we are authorised by law to do so.

**Principal's (or delegate's) signature:**

**Print Name:**

**Date:**

## Child Protection Experiences

Please note any known Child Protection Experiences:

- |   |  |
|---|--|
| <input type="checkbox"/> Physical Harm / Injury         | <input type="checkbox"/> Neglect / Abandonment       |
| <input type="checkbox"/> Sexual Harm                    | <input type="checkbox"/> Domestic Family Violence    |
| <input type="checkbox"/> Emotional / Psychological Harm | <input type="checkbox"/> Parental Drug / Alcohol Use |
| <input type="checkbox"/> Developmental / Medical Harm   | <input type="checkbox"/> Unknown                     |

## Presenting Issues

Please note any known presenting issues:

*Family Safety:*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Child Abuse or Neglect | <input type="checkbox"/> Drug or Alcohol |
|--|---|--|

*Material Wellbeing:*

- |   |                                  |  |
|---|----------------------------------|--|
| <input type="checkbox"/> Financial Issues | <input type="checkbox"/> Housing | <input type="checkbox"/> Food / Clothing / Goods |
|---|----------------------------------|--|

*Health:*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Mental & Emotional Health | <input type="checkbox"/> Illness / Disability | <input type="checkbox"/> Maternal Health |
|--|---|--|

*Connections:*

- |                                 |                                   |                                    |
|---------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Family | <input type="checkbox"/> Cultural | <input type="checkbox"/> Community |
|---------------------------------|-----------------------------------|------------------------------------|

*Child Wellbeing:*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Care & Education | <input type="checkbox"/> Childhood Development | <input type="checkbox"/> Behavioural Issues |
|---|--|---|

*Parenting:*

- |                                     |   |   |
|-------------------------------------|---|---|
| <input type="checkbox"/> Attachment | <input type="checkbox"/> Parenting Skills | <input type="checkbox"/> Accessing Supports |
|-------------------------------------|---|---|

*Family Interactions:*

- |                                   |  |  |
|-----------------------------------|--|--|
| <input type="checkbox"/> Conflict | <input type="checkbox"/> Relationships | <input type="checkbox"/> Communication |
|-----------------------------------|--|--|

**Thank you for your referral.**

Please submit the **completed referral form**, with **signed consent** and **attached eligibility documentation** to:

**Brisbane:** [sdsswoolowin@actforkids.com.au](mailto:sdsswoolowin@actforkids.com.au)

**Townsville:** [welcomenq@actforkids.com.au](mailto:welcomenq@actforkids.com.au)

# Specialist Disability Support in Schools Program

## Fact Sheet for Schools

### Purpose of the Specialist Disability Support in Schools (SDSS) Program

The Department of Education provides funding to approved organisations under the SDSS Program to support schools by delivering services to improve access to, and participation in, curriculum and the educational outcomes for eligible school-aged students with disability through:

- a) identification of barriers to access, participation and achievement; and
- b) provision of supports to enhance student attendance, participation and achievement in schooling.

Services provided by organisations under the SDSS Program are complementary services to those offered by the education sectors and are not intended to be a duplication of those services available in schools.

While SDSS organisations may approach a school to offer a service, SDSS Program services are only delivered at the written request of the school, based on the needs of the student to access and participate in the curriculum. The Principal, or delegate of the Principal, decides if assistance is required and requests the services of a SDSS organisation.

### Student Privacy and Confidentiality

All SDSS organisations have a legally binding service agreement with the Department of Education, which requires the organisations to adhere to strict Disclosure of Confidential Information and Protection of Personal Information requirements when delivering a service. SDSS organisations must not disclose Personal Information without the Department of Education's prior written consent.

The collection of some student information is required on the SDSS School Request for Support Form, which is provided to schools by the relevant SDSS organisation. The request forms ask for certain student details and evidence of eligibility because there are student eligibility requirements that must be met to receive a service under this program.

SDSS funding is government funding, administered by the Department of Education, to SDSS organisations to deliver specialist education services. Therefore, evidence of eligibility is required to ensure the funds are being used appropriately to deliver supports to schools and students.

Under the terms of their service agreement with the Department of Education, SDSS organisations are required to report data and outcomes annually to the Department regarding where and how they have delivered services to schools. The organisations, must be able to demonstrate they are using the grant funding correctly and compliance requirements are being met. Any personal data collected by SDSS organisations must be retained within Australia to ensure that the data is protected under Australian privacy laws.

It is also common practice for SDSS organisations to conduct classroom observations, so they can observe the learning needs of the students and provide advice to schools regarding how strategies, adjustments and supports can work within the dynamics of the classroom.

## Student Eligibility Requirements

To be eligible to receive a SDSS service, a student must be enrolled in a Queensland school and be identified in one of the following ways:

<b>State schools</b>	Students who were recorded in the latest submission of the Nationally consistent collection of data on school students with disability (NCCD) as receiving Substantial or Extensive adjustments; or  Prep and new students to a state school recorded with Anticipated Adjustments at Substantial or Extensive, as submitted for Day 8.
<b>Non-state schools</b>	Students who have a current verification under the Education Adjustment Program (EAP).

## Types of SDSS Service Provision

SDSS organisations are funded under service agreements with the Department of Education for three types of funding categories – School Support Services, Resource Centre Services and Specialised Equipment.

<b>School Support Services</b>	Funding for the provision of a range of professional services and consultation in schools for eligible students with disability. Services may include support services from educators, speech-language pathologists, occupational therapists, physiotherapists, orientation and mobility specialists, and psychologists.
<b>Resource Centre Services</b>	Funding to provide equipment, materials and resources to schools for the support of eligible students.
<b>Specialised Equipment</b>	Funding for specialised equipment is: <ol style="list-style-type: none"> <li>1) To improve the equipment loan pools of organisations providing support services to students with disability to enhance access and participation in school;</li> <li>2) For equipment that is complementary to the equipment that is available from the regionalised loan service;</li> <li>3) For trial purposes at school; and/or</li> <li>4) For short term equipment loans up to six months.</li> </ol> <p>Note: This funding may not be used for equipment for individuals or minor equipment and materials.</p>

## SDSS Organisations

The list of SDSS Program funded organisations provides details of the SDSS organisations and an overview of their services. The list can be located at:

<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/other-organisations/sdss/for-schools>.

Many of the supporting services are state-wide services, which means that all schools, including those in rural and remote locations, have the opportunity to access services from funded organisations to engage a specialist education support service.

## How to request support from a SDSS organisation

Prior to requesting a SDSS service, schools should consider the needs of students in conjunction with any services already available to the school, such as school-based therapies. Should it be established that a complementary service is needed to improve the student's access to, and participation in, the curriculum, then a SDSS service can be requested.

Schools should make direct contact with a SDSS organisation to discuss service provision at their respective school. The Principal of the school, or delegate, decides if assistance is required and requests the service from a SDSS organisation by completing and signing a School Request for Support Form.

## Difference between SDSS and NDIS

The SDSS program and the NDIS have two distinct purposes.

The SDSS program supports schools to enhance the learning outcomes for eligible students who require significant educational adjustments. The SDSS organisations are funded by the Department of Education and their services are engaged by schools.

NDIS services are focussed on supporting people with disability in their daily lives and do not include supports within schools to access the curriculum. NDIS funding is allocated to parents of students with disability under a NDIS Participant Plan, with parents directly engaging a provider.

## For further information regarding the SDSS Program, please visit:

<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/other-organisations/sdss>

## SDSS program contacts

Email: [sdss@qed.qld.gov.au](mailto:sdss@qed.qld.gov.au)

Telephone: (07) 35136743

