

Process for Special Consideration Long Term



Parent or Student to make an appointment with Guidance Officer or Head of Special Education or relevant Curriculum HOD.



Relevant documentation to be provided, e.g.

- Medical Certificate
- Letter from Medical Specialist
- Formal diagnosis of learning disability
- Education Queensland EAP Verification
- Communication from parent in consultation with the Guidance Officer or relevant Curriculum HOD



Long Term Special Provision Form is to be completed



Long Term provisions Form is to be submitted to Special Provisions Committee (HOSES, GO, Relevant Deputy Principal, HOD Senior Schooling)
Relevant curriculum HOD is also consulted.



Parent informed of Special Provisions
Granted / Not Granted



Recorded in One school on student profile in Sensitive Case Notes or on special provisions data base long term, one or the other

Copies of Form to:- Curriculum HOD, Deputy Principal, Guidance Officer, HOSES and Student File

Copy to be attached to Assessment Instrument in Student Profile.