

## Process for Special Provision Short 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



Short Term Special Provision Form is to be completed



Consultation with relevant Curriculum HOD



Student informed if Special Provision  
Granted / Not Granted

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



**Entered on Short Term Special Provision Data Base.**