



## Procedure No. VI-95

### Professionals, Social Service Professionals, and Paraprofessionals – External Providers

**Adopted:**

1. 2021-2022  
2. 2022-2023

**Next Scheduled Review:** 2027-2028

**Associated Policies & Procedures:**

[I-33 Classroom Observation and External Third Party Notification](#)

[VI-100 Professional, Social Service Professional, and Paraprofessional](#)

[Professionals, Social Service Professionals, and Paraprofessionals \(PPM149\)](#)

[II-13 Psycho-](#)

[VI-89 Psycho-Educational -](#)

[II-35 Access to School Premises](#)

[VI-30 Access to School Premises](#)

## Purpose

(HCDSP) is a public Ontario school district that is consistent with its Vision and Mission Statement and existing policies and procedures in the Ontario context. The intent of the procedure is to ensure a safe and secure environment for students and staff. This framework supports the receipt of information about a student to inform school programming and support from regulated health professionals, regulated social service professionals and/or paraprofessionals supporting the student outside of an educational setting.

## Application and Scope

procedure applies to all gro

## References

[Education Act](#)

[The Access to Information Act / Loi sur l'accès à l'information](#)

[Personal Health Information Protection Act \(PHIPA\)](#)

[Psychology and Applied Behaviour Analysis Act, \(2021\)](#)



**Procedure No. VI-95** | Procedure for Receiving Information from Regulated Health Professionals, Social Service Professionals, and Paraprofessionals – External Providers

and consent to action for students. As such, external providers also providing ongoing recommendations directly to school personnel could constitute a duplication of services. The HCDSB recognizes that collaboration between HCDSB staff and external service providers supports the best interests of students.

As such, the starting point to receive information is a signed SE13b allowing HCDSB staff as needed by school staff. It is highly recommended that the information be provided within a written format. In the absence of a written report, the information may be received verbally (e.g. telephone conversation, in-person meeting, team meeting).

## Procedure

### 1. Process for Receiving Information

- a) Prior to any exchange of information, parent/guardian will sign an SE13b Consent to Exchange Personal Student Information Form, verifying that information to be shared will be used solely for the purpose of the exchange of information.
  - b) If the student is on the caseload of HCDSB clinical staff, if the information is a written report, the report will then be forwarded to the corresponding HCDSB regulated health professional, social service professional, or paraprofessional. The HCDSB staff will review the report and provide feedback, within the context of an educational setting, and discuss HCDSB policies and procedures.
  - c) If the student is not on the caseload of HCDSB clinical staff, and the information is a written report, either via email or in person, the report will be forwarded to the corresponding HCDSB regulated health professional, social service professional, or paraprofessional assigned to the school.
2. If the student is not on the caseload of clinical staff and a report is being shared to support development of an Individual Education Plan through the IPRC process, then the report is reviewed by school staff in consultation with their Special Education Consultant as needed.
  3. If school staff, after their review and consultation with their Special Education Consultants, require support with interpretation of discipline-specific interpretation of professional information, then further review by the corresponding HCDSB regulated health professional, social service professional, or paraprofessional can be authorized by the Senior Manager of the Service.

