



## Consent Form For Sharing Information About Your Child

### Why are we sharing information?

Our school is part of a group of education providers that shares information to:

- identify children and young people who might need additional learning support
- ensure that the adults who work with children (such as teachers or teacher aides) have the skills and resources they need to support them
- decide what additional learning support would help children and young people, whether individually or in groups.

The Ministry of Education may use information on the school's Learning Support Register for the purpose of administration and analysis, for example, to find out about the overall numbers of children requiring specific types of support in dyslexia. This will allow the Ministry to plan for future numbers of staff and specialists, other services and the type of support required for an individual or group of learners.

### What information will we share?

The members of our group of education providers (teachers, teacher aides, resource teachers learning and behaviour, supportive agencies, and the Ministry of Education specialists) share information for a collective learning support register that contains:

- name, gender, and ethnicity to identify support that reflects the child's identity, language, and culture
- date of birth and year level, to identify support that is appropriate to their age
- the type of support needed
- any health issue, disability or learning difficulty that means a child needs a particular type of support
- services and support they are already receiving
- the learner's National Student Number (NSN)

If you agree, we will put information about your child's additional support needs on the group's learning support register.

### Who will see the information?

Only a small group of people will have access to the register for the purposes explained in the first paragraph. It will include a school staff member with responsibility for learning support (e.g. special education needs coordinator SENCO), a resource teacher learning and behaviour (RTL B) and the learning support facilitator (a Ministry of Education staff member).



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Hei ākongā mā te Karaiti

These people will meet regularly to discuss the register and how best to respond to the needs of children and young people on the register. In some situations, other organisations may be able to help to determine the appropriate support for a child or young person. We will seek your agreement before other organisations are involved.

## **How will we keep the information safe?**

Any information will be transmitted and stored securely via password protected files, which only authorised people will be able to access. Information about children and young people no longer enrolled with an education provider in the community or no longer needing learning support will be removed from the group register quarterly. This change will be recorded in approved documentation at the time of removal and the parent/guardian notified.

## **How can you see and correct the information?**

You can request access to the information through the school's Learning Support Coordinator or other delegated authorities and may correct any inaccuracies. In some instance it may be advised to have a third approved person party to these changes and all changes documented for parents/guardians.

## **What will happen if you do not agree to your child's information being shared?**

If you do not agree to your child's information being included on the register, we will still provide support for your child's needs within our school. But if your child's information is not on the register, they may not be able to gain early access to resources provided across the group.

You can decide to withdraw your consent at any time by notifying the principal.

I agree to personal information about \_\_\_\_\_ being included on the register and that information being shared with the group of people listed for the purposes explained above.

Signed \_\_\_\_\_

Date \_\_\_\_\_