

Supporting External Psychometric Assessments – Information for Parents

We are delighted that more families are engaging in psychometric assessment processes, recognising that some students benefit from wrap-around support beyond what schools can provide in isolation. As a result, we are increasingly receiving requests for teachers to complete psychometric questionnaires to support external assessments and diagnoses (e.g. ADHD, learning or developmental concerns). This is a positive development, as some students benefit from wrap-around support, and schools cannot meet all needs in isolation.

We are very keen to support families through this process, as teacher input can provide valuable insight into a student's functioning within the school environment.

To help us manage these requests effectively, ensure high quality information is provided, and maintain a consistent approach across the school, we kindly ask parents to be mindful of the following:

- **Notice period:** Please allow a minimum of 10 school days' notice for the completion of questionnaires. Unfortunately, we are unable to accommodate urgent requests (e.g. specialist appointments scheduled for the following day).
- **Teacher familiarity:** Many questionnaires require teachers to have known the student for at least one full term to provide accurate and meaningful responses. If you are considered about the timing, please discuss with your specialist.
- **Targeted requests:** Rather than requesting input from all teachers on a student's timetable, we encourage families to consider targeting key teachers such as those who know the student well or where specific concerns are most evident. As a guide, limiting requests to **2 – 4 staff members** ensures thoughtful responses while managing administrative workload.
- **Direct Communication with specialists:** If your child's specialist would like to communicate directly with school staff, please ensure you have provided written consent to share information [consent-form-share-student-personal-information-third-parties.docx](#) Where consent is not provided, completed questionnaires will be returned directly to parents via email.
- **Format requirements:** Due to Departmental guidelines, we are unable to distribute electronic survey links to teachers. All questionnaires must be provided in printed format.
- **Point of contact:** The Guidance Officer (GO) for your child's year level will be your key contact to coordinate this process with teachers.

We appreciate your understanding as we balance these requests alongside our teaching and support responsibilities. These timeframes and considerations help ensure that the information provided is thoughtful, accurate, and ultimately more useful in supporting your child. Please refer to the flowchart below for an overview of the process.

If you have any questions, please contact School Support Services.
studentservices@ripleyvalleyssc.eq.edu.au

Supporting External Assessments: School Process Flowchart

STEP 1: Submit Documentation

Please forward the specialist's questionnaire or checklist (print version) to the Guidance Officer (GO) for your child's year level.

If you would like the specialist to communicate directly with school staff, please also attach a signed **Consent to Share Information with Third Parties** form.

To support timely and high-quality responses, please provide a minimum of **10 school days' notice**.

STEP 2: Teacher Consultation

The Guidance Officer will distribute the questionnaire to a maximum of **four teachers**.

If preferred teachers are not specified, staff will be selected based on who is deemed to have the most knowledge of the student. This is determined using available school data, including OneSchool contacts and behavioural records. Teachers will print these questionnaires, and return to the Guidance Officer via email.

STEP 3: Return of Information to Parent/Specialist

Completed forms will be returned by the Guidance Officer:

- **To parents via email**, where consent for third-party communication has not been provided; or
- **Directly to the specialist**, where a signed consent form has been received.

STEP 4: Sharing a Diagnosis (Optional)

If you would like to formally share your child's diagnosis with relevant school staff for the purposes of educational planning, please forward the diagnosis letter and/or relevant reports to the Guidance Officer for your child's year level.

The Guidance Officer will securely store this information and, where required, connect you with the appropriate staff if your child requires adjustments beyond what is typically provided through classroom differentiation.