BE THE ONE
WHO LEARNS

Documentation and Paperwork Policy/Procedures

Pre Appointment Paperwork *(for psychologists, pediatricians, and other physicians/providers)*

- Any paperwork requesting feedback from a Brookstone teacher or administrator will be managed through the Learning Center office. Any materials delivered directly to a teacher will be sent to the Learning Center for confidential processing.
- Parents or providers may submit feedback request forms to the Learning Center Coordinator who will distribute to and collect from the appropriate teachers or administrators before submitting directly to the provider. Note: *Allowing two weeks for this process is preferred and provides adequate time for thoughtful completion and timely delivery.*
- Parents must sign a consent form authorizing Brookstone to submit materials to a provider/3rd party; the Learning Center Coordinator will email this form for a digital signature.

Post Full Psych Evaluation Process

- If parents choose to request accommodations, a full psycho-educational report by a licensed psychologist should be submitted directly to the Learning Center Coordinator. (see *Accommodations Policy*)
- Parents determine teacher access to the evaluation report and may sign an optional release form permitting teachers to privately view this information. Otherwise, this information will be accessible only to the Learning Center Director, Assistant Director, and Coordinator.
- The Learning Center Director and Coordinator will generate the student's Learning Profile (list of accommodations with no diagnostic information listed). Parents must sign the Learning Profile (LP) before implementation.
- The Learning Profile will only be accessible in CougarNet to the student, the student's parents, and the student's current teachers and administrators.
- Paperwork and documentation materials are handled confidentially and stored in a secure location.