

PROCEDURES FOR OUTSIDE SERVICE PROVIDERS

Outside service providers may be allowed on campus during the school day to provide services that are not required by FAPE to District students provided that the terms and conditions provided herein are met by the provider. The following items must be turned in to District's Central Office and approved before an outside service provider is cleared to see a student on any of the District's campuses:

- **Provide a Photo ID**
 - Drivers license OR
 - Company/Organization Badge with a photo
- **Credentials**
 - A copy of the provider's credentials from the state or department of mental health
- **Background Check**
 - An OSBI general background check
- **Signed copy of Outside Provider Agreement**
- **Release of Information ("ROI")**
 - A signed ROI stating the parent consents for the student to be seen

An outside service provider includes private tutors and therapists. An outside service provider does not include persons or organizations under contract or formal agreement with the District to provide services at no cost to the parent or guardian.

All outside providers must comply with state and federal law as well as District policy. Outside providers must specifically maintain confidentiality with respect to any information discovered in the course of their provision of services including but not limited to FERPA. All outside providers must comply with District's check in and out procedures and respect the time constraints provided by the District.

It is within the discretion of District or site administration to restrict, refuse or remove a service provider from campus at any time for any reason. District or site administration may also request any additional information it feels is necessary prior to the approval of a service provider's request to provide services on campus. Approval/denial of services will be issued as deemed necessary for the safety, quality and non-disruption of the school day.