



UPPER GRAND DISTRICT SCHOOL BOARD
THIRD PARTY PROTOCOL
Principal Checklist for Establishing
Third Party Support for a Specific Student

APPENDIX B

ÿ Determine if the service is covered under the Third Party Protocol

If the service is covered by the Third Party Protocol:

- ÿ Determine the type of collaboration
 - o Observation
 - o Consultation
 - o Demonstration
 - o Transition Support
- ÿ Determine which member of the school staff or Consultant Support Team (CST) will accompany the Third Party
- ÿ Inform the CST if appropriate (e.g. “We have an Early Interventionist coming to the school on January 14 at 9:00 to support the transition of a student with ASD.”)
- ÿ Explain the Non-Disclosure Agreement to the Third Party and witness the signature
- ÿ **Ensure that you have seen the original Police Check – Vulnerable Sector Screening that was completed within the previous six months and have made a copy for your records.**
- ÿ Set date(s) and time(s) for the Third Party to come to the school.
- ÿ **Please note: The non-disclosure agreement and the Police Check must be completed prior to the Third Party working with the student. If the Third Party is coming to the school only to interact with Board staff, these steps are not required.**