# CHECKLIST FOR Northern Territory government SCHOOLS

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The principal (or delegate) provides the family and provider with the relevant National Disability Insurance Scheme (NDIS) information packages.
* The principal receives the completed *Request to provide NDIS Services in Northern Territory (NT) Government Schools* form.
* The principal considers the family’s request using the *Decision-Making Tool for NT Government Schools*.
* The principal approves or declines the request or places the application on hold.
* The principal advises the family of the outcome of the request in writing (email/letter) using the *Notification of Request Outcome to Family.*

**If the application is approved**

* The principal (or delegate) facilitates discussions between the student, family, class teachers and provider about the requirements and arrangements for the service.
* Before the commencement of service, the principal ensures the family and provider have completed the *NDIS* *Service in School Agreement* and the provider has completed a school induction process.
* The principal retains a copy of this completed checklist and the following documents:
	+ *Request to Provide NDIS Services in NT Government Schools*
	+ *Decision-Making Tool for NT Government Schools*
	+ *NDIS* *Service in School Agreement*
	+ any other relevant documentation.

# fuRther information

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