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| **Incomplete applications will result in a delay in processing request as they will be returned for further work.** |
| [ ] All new applications | go to section 1 |
| [ ] Review of existing placement in Special School/Centre  | go to section 2 |
| [ ] Review of Early Years placement  | go to section 3 |
|  |  |
| 1. **Checklist for new application:**
 | *Verification outcome will be sent within 4 weeks of application* |
|[ ]  Attachment A – for new applications (signed consent from parent/legal guardian) |
| **Student Wellbeing and Inclusion (SWI) Non-Client;** |
| [ ] [ ]  | Support Service Request (SSR) Parent Consent Authority (PCA) |
| **Student Wellbeing and Inclusion (SWI) Non-Client and Client;** |
| [ ]  | A confirmed diagnosis - report from relevant health professional stating a diagnosis |
| **Evidence of adjustments and updated assessments;** |
| [ ] [ ] [ ]  | Personalised Plan e.g. Education Adjustment Plan, Individual Behaviour Plan, Risk Management PlanCurrent needs according to moderated Students Needs ProfileNCCD level of adjustment: Substantial / Extensive (circle one) |
| 1. **Checklist for review of existing placement:**
 | *Review outcome will be sent by beginning of Term 4* |
| Functional (adaptive behaviour) placements are reviewed yearly and full criteria/functional (complex) placements are reviewed at key transition points i.e. years 3, 6, 9. |
|[ ]  Attachment B - Informed Consent to Review Placement in a Special School/Centre (completed by school/parent/legal guardian) |
| **Evidence of adjustments and updated assessments;** |
| [ ] [ ] [ ] [ ]  | Personalised Plan e.g. Education Adjustment Plan, Individual Behaviour Plan, Risk Management PlanCurrent needs according to moderated Student Needs ProfileNCCD level of adjustment: Substantial / Extensive (circle one)Updated information and relevant reports, e.g. paediatrician report, psychologist report, etc. |
| \* Please note that a review by a school psychologist will follow. |
| 1. **Checklist for review of Early Years placement:**
 | *Review outcome will be sent prior to the age of 8 years* |
| An Early Years Placement is confirmed with a diagnosis of Global Developmental Delay, a diagnosis is to be confirmed prior to the age of 8. |
|[ ]  Attachment B - Informed Consent to Review Placement in a Special School/Centre (completed by school/parent/legal guardian) |
| **Evidence of adjustments and updated assessments;** |
| [ ] [ ] [ ] [ ]  | Personalised Plan e.g. Education Adjustment Plan, Individual Behaviour Plan, Risk Management PlanCurrent needs according to moderated Students Needs ProfileNCCD level of adjustment: Substantial / Extensive (circle one)Updated information and relevant reports, e.g. paediatrician report, psychologist report, etc. |
| \* Please note that a review by a school psychologist will follow. |