[insert name of school/early learning service] consent form:

**Why we are sharing information**

Our school/kura/early learning service is part of a group of education providers that shares information to:

* identify children and young people who might need additional learning support
* ensure that the adults who work with children (such as teachers or teacher aides) have the skills and resources they need to support them
* decide what additional learning support would help children and young people, whether individually or in groups.

The Ministry of Education may use information on the register for the purpose of administration and analysis, for example to find out about the overall numbers of children requiring specific types of support. This will allow the Ministry to plan ahead for numbers of staff and specialists, and other services and types of support.

**What information we will share**

The members of our group of education providers [list all members here] and the Ministry of Education share information for a collective learning support register that contains:

* name, gender and ethnicity to identify support that reflects the child’s identity, language and culture
* date of birth and year level, to identify support that is appropriate to their age
* the type of support needed
* any health issue, disability or learning difficulty that means a child needs particular types of support
* services and support they are already receiving
* [add any other information that you think may be needed and that will be included in the register].

If you agree, we will put information about your child’s additional support needs on the group’s learning support register.

⬜ I agree to personal information about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[child’s name]* being included on the register and that information being shared with the group of people listed for the purposes explained above.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Who will see the information**

Only a small group of people will have access to the register for the purposes explained in the first paragraph. It will include a school staff member with responsibility for learning support (e.g. special education needs coordinator), a resource teacher learning and behaviour, an early childhood representative and the learning support facilitator (a Ministry of Education staff member). These people will meet regularly to discuss the register and how best to respond to the needs of children and young people on the register. In some situations, other organisations may be able to help to determine the appropriate support for a child or young person. We will seek your agreement before other organisations are involved.

**How we will keep the information safe**

Any information will be transmitted and stored securely via password protected files, which only authorised people will be able to access. Information about children and young people no longer enrolled with an education provider in the community or no longer needing learning support will be removed from the group register quarterly.

**How you can see and correct the information**

You can request access to the information through the school/kura office/early learning service manager and may correct any inaccuracies.

**What will happen if you don’t agree to your child’s information being shared**

If you do not agree to your child’s information being included on the register, we will still provide support for your child’s needs within our school/kura/early learning service. But if your child’s information is not on the register, they may not be able to gain early access to resources provided across the group.

You can decide to withdraw your consent at any time.