



## REQUESTS FOR TEACHER FEEDBACK FOR EXTERNAL CLINICIANS

### Supporting Student Assessment and Educational Outcomes

At Mentone Girls' Secondary College (MGSC), we are committed to supporting students and their families as they explore assessments, diagnoses and other forms of professional support that may contribute to a positive educational experience and help students achieve their goals and aspirations.

As part of this process, families may engage external clinicians or allied health professionals who, with appropriate consent, may seek information from the College to support their assessment and understanding of a student's educational needs. This may include requests for teacher feedback or completion of questionnaires and other assessment documentation.

MGSC welcomes the opportunity to contribute to these processes and recognises the valuable role that collaboration between families, external professionals and the College can play in supporting students. To ensure that requests are managed consistently, efficiently and with consideration for staff workload, the College has established the following process.

### Process for Requests

All requests for teacher feedback, questionnaires, reports or other documentation from external clinicians or parents/carers should be forwarded to the **MGSC Inclusion Team** at: [inclusionteam@mgsc.vic.edu.au](mailto:inclusionteam@mgsc.vic.edu.au)

Families and external clinicians are asked **not to contact individual teachers directly** regarding these requests. The Inclusion Team is best placed to coordinate each request and allocate it to the most appropriate staff member, while taking into consideration the nature of the request, the staff member's knowledge of the student and existing workload.

This process helps MGSC respond to requests in a timely and coordinated manner, while ensuring that staff are appropriately supported and that information provided is relevant and consistent.

We appreciate the partnership of families and external professionals in supporting our students and thank you for working with us through this process.