

Form 3: Agency Form



Section A: Information to support a student's approval and enrolment at DOTS

Your Details:

Name:		Address:
Organisation:		
DET Region:		
Phone:	Fax:	
Your role in relation to the client:		

Client/Student Details:

Name:		Address:
Gender:	Phone:	
DOB:	Age:	
<input type="checkbox"/> Parent/ <input type="checkbox"/> Guardian Names:		
Previous school/s, year level and exit date/s:		

How long have you worked with this client?	
How much contact have you had in this time?	
Please provide an evaluation of your client's capacity at this time to attend a mainstream school	
Please state any condition which may require treatment by a psychologist or other practitioner.	
Please indicate any referrals that you have made to other practitioners? (show below)	
How will your client more effectively access education by attending DOTS ?	
What other supports or interventions will you put in place to support your client?	
What interventions do you believe are necessary to assist your client in returning to mainstream school?	

Please list other professionals/agencies assisting your client at the moment?

Name	Role	Contact Number

All information obtained by DOTS are dealt with in accordance with the DEECD policies & procedures regarding privacy and record keeping.

Please return form to:

Phoenix P-12 Community College
Hertford Street, Sebastopol, 3356

Email to: Deanne.Joosten@education.vic.gov.au

Fax: Attention: DOTS Coordinator

Fax: 5335 7582

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Section B: Information about a prospective DOTS Outreach Teacher/Connector of a DOTS student

The DOTS Outreach Teacher/Connector role at DOTS is vital in determining the success of the students' learning program. The DOTS Outreach Teacher/Connector will be required to perform a number of roles which include:

- Facilitate communication between the teachers and the student.
- Comprehend and engage in material provided by DOTS both in a written and verbal format.
- Ensure that the student has access to a telephone, computer and suitable work area.
- Make sure all DOTS information is received by the student.
- Ensure student work is sent into the DOTS for correction as per the submission timetable.
- Contact the Student Support Teacher or Student Coordinator if a student is experiencing difficulties or if there are other issues of concern.

Have you adequately explained the role of the DOTS Outreach Teacher/Connector to the parent?	
How did you find their response?	
Has the prospective DOTS Outreach Teacher/Connector indicated that they anticipate having problems with this role?	
What sort of relationship will be maintained with the last mainstream school?	
What existing supports are in place or available to assist the DOTS Outreach Teacher/Connector in fulfilling this role?	
What supports will need to be arranged prior to the enrolment with DOTS ?	

Section C: Endorse the enrolment

I endorse a **full enrolment** with DOTS .

Yes Or No

I endorse a **shared enrolment** with DOTS and an appropriate RTO, School or University.

Yes Or No

I will provide ongoing case management and monitoring for the remainder of this year.

Yes Or No

I can be contacted by DOTS for the purpose of supporting my client's progress.

Yes Or No

I have obtained the consent of the parent/ guardian or independent student, to seek approval and provide this information to DEECD and DOTS .

Yes Or No

Signed:

Dated:

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