

School Protocol

The following steps should be taken when services are held in a school and/or daycare setting.

- I. Complete the Consent for “School to Release and Exchange Information” form in presence of authorizing personnel (i.e. Principal, Registrar, Secretary)
- II. Parent/Legal Guardian should register the RBT/provider under the client’s information.
- III. Notify teacher(s) 24-hours in advance, what services will be rendered (observation and/or direct supervision).

*Note: If a school has a different policy, please follow their process when rendering services in a school setting.



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Consent for School to Release and Exchange Information

To: (School)

Address:

Phone: _____

Re: _____ DOB: _____

Name of Child/Youth

I, _____ (Parent / Legal Guardian) give my consent for you to release information regarding my child, _____ to Creative Behavioral Connections Provider(s), _____ as it pertains to behavioral concerns, student assessments, progress, attendance and IEP records as requested for the purpose of coordination and continuity of care. I also give authorization for Staff Members of Creative Behavioral Connections to share information with school personnel as necessary in order to help them assist, understand, accommodate or monitor my son/daughter within the school environment. If there is information I prefer the provider not to share, I recognize that it is my responsibility to make that known to him/her. This consent shall remain in effect for one year unless I revoke it in writing.

Signature of Parent / Legal Guardian

Date