



School Policy Regarding Requests for Educational Information for Private Assessments

Information Note for Parents/Guardians and Assessment Providers

From time to time, Benincasa Special School receives requests to provide information in support of private assessments, including online assessments relating to autism spectrum disorder, ADHD, dyslexia, dyspraxia and other educational, developmental, or psychological evaluations.

The school is committed to cooperating with appropriate assessment processes and will provide factual information regarding a student's educational progress, attendance, learning profile and school-based observations where appropriate. However, in order to ensure accurate record-keeping and compliance with our data protection and governance obligations, the school will only provide information where a paper or electronic form/document is supplied directly to the school and where the school can retain a complete copy of the information submitted.

The school will not complete online surveys, web-based questionnaires, portals or assessment platforms where:

- The school is unable to retain a full copy of the information provided;
- The responses become the sole property of a third-party provider without a record being maintained by the school;
- The school cannot verify how the information will be stored, processed or shared; or
- The submission process does not allow the school to keep an accurate record of its contribution.
- The school does not have written consent of parents/guardians

Where an assessment provider requires school input, parents or providers are requested to supply a downloadable or printable questionnaire, form or document that can be completed by the relevant member of staff and retained within the school's records before being returned to the provider.

We appreciate your understanding and cooperation in helping the school meet its obligations regarding record management, data protection and professional accountability while continuing to support students and families in accessing appropriate assessments.

It is important to note also that additional support e.g. Special Needs Assistant support is allocated within according to need.



Ratification of Policy

This policy has been drawn up in consultation with the Principal, teaching staff, parents and BOM of Benincasa Special School. This policy was adopted by the Board of Management on 24th September 2026.

Signed: *Margaret L. Gualchobler O.P.*

Date: 24/09/2026

Chairperson of Board of Management



Appendix 1 Letter to Parent/Guardian

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Dear Parent/Guardian and Assessment Provider,

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However, the school will only provide information where a paper or electronic form/document is supplied directly to the school and where the school can retain a complete copy of the information submitted.

We appreciate your understanding and cooperation in helping the school meet its obligations regarding record management, data protection and professional accountability while continuing to support students and families in accessing appropriate assessments.

Should you have any queries about the information above please don't hesitate to contact me at the school.