

# Tools for Communication between School Teams and Physicians

*The attached forms are intended to help school teams communicate efficiently with a student's pediatrician and other health care providers. Recommendations regarding improved communication were made at an Autism Summit in February 2012 which was sponsored by the Southeastern Regional Education Service Center (SERESC) with funding from the Endowment for Health (EOH).*

*The actual forms were created by a follow-up committee of the Summit that included school professionals, parents, and physicians, led by Brian Balke Assistant Superintendent of SAU#19 and Dr. Teresa Bolick, Consulting Psychologist.*

## **For Parents:**

- Remember that the school team and physician cannot communicate without your written permission. These forms will not be used without that permission.
- Give the "Communication from the School" form to the teacher before your child has an appointment with a physician. This will allow the school team to summarize observations and concerns.
- Give the "Communication from the Physician" form to the physician for him or her to request additional information from the school team. This form is especially helpful when the health care provider has questions about your child's strengths, challenges, and school program.
- Give the "Doctor's Referral Letter" to the physician. This will allow the physician to express his or her concerns quickly to the school team. It will allow the school team to respond more efficiently to the physician's recommendations.

## **For School Teams:**

- Use the "Communication from the School" form to summarize your observations and concerns about the student. (Obviously, parents sign permission for this communication, as with any other release of information.) Be sure to include objectively defined, observable behaviors rather than interpretations.
- Make an agreement with the parents about how to send the information (e.g., parents will take it, school will fax or mail it).
- Do not send volumes of records unless requested by the physician (such as by sending the "Doctor's Referral Letter" or "Communication from the Physician").

## **For the Physician or Health Care Provider:**

- Feel free to use either the "Doctor's Referral Letter" or "Communication from the Physician" form (or both) to facilitate collaboration with the child's school team.

**To access the forms online, please go to [Communication Documents- School Teams and Physicians](#)**