**Registration form for research**

**To be completed by parent(s)/legal representative(s). You will find an explanation of the registration on page 8.**

Your child has been registered for examination. To get a clearer picture of your child, we collect as much information as possible in advance. With the help of this data, we can conduct more targeted research and better tailor our advice. We therefore request that you answer the questions below as comprehensively as possible. If certain questions are not relevant for your child, you can indicate this with: n / a ... We follow the procedure as described in the appendix "Information for parent (s) / legal representative (s). If you would like a personal introduction prior to the investigation, please indicate this in the other comments.

|  |  |
| --- | --- |
| **Date of completion** |  |

|  |  |
| --- | --- |
| **Child’s data** | |
| Name |  |
| Gender | M / F |
| Address |  |
| Postall code |  |
| City |  |
| Date of birth (dd-mm-yyyy) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Data parent/caretaker/guardian** | | | |
| Last name | |  | |
| Initials | |  | |
| Telephone number | |  | |
| Name parent 1 | |  | |
| Mobile phone parent 1 | |  | |
| E-mail address parent 1 | |  | |
| Name parent 2 | |  | |
| Mobile phone parent 2 | |  | |
| E-mail address parent 2 | |  | |
| Name children | Date of birth | | School and class | |
| b / g |  | |  | |
| b / g |  | |  | |
| b / g |  | |  | |
| b / g |  | |  | |

|  |  |
| --- | --- |
| **Particularities in the family composition (divorce, combined family, etc.)** | |
|  |  |

|  |  |
| --- | --- |
| **Does your child have a mother tongue/home language other than Dutch? If so, which language is spoken at home and which language does your child speak best?** | |
|  |  |

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| --- |
| **For what reason is your child registered for examination?**  **Do you share the request for help as described by the school?** |

**Questionnaire**

**DEVELOPMENT**

|  |
| --- |
| Are there any special features in early childhood development (0-4 years)? *(e.g. pregnancy, birth, potty training, eating, sleeping)* |
|  |
| Are there, from the moment your child has attended primary school, still any peculiarities to be mentioned about this? |
|  |
| How did the language development go? How old was your child when he / she started talking? How was the memory for linguistic information developed? *(for example remembering names, colors, days of the week, assignments, etc.)* |
|  |
| How did the motor development proceed? |
|  |

**MEDICAL DATA**

|  |
| --- |
| Are there or have there been any particularities in the medical field? *(e.g. illnesses, hospitalization, treatment)* |
|  |
| Does your child use medicine? If so, what kind of medicine? |
|  |
| Have there been any problems with eyes and ears? If so, which and when? |
|  |

**SOCIAL AND EMOTIONAL DEVELOPMENT**

|  |
| --- |
| Are there any peculiarities in your child's behavior at this point? *(for example with regard to agitation, fears, independence, resistance, disobedience, aggressiveness, tantrums, quarrels, gloominess, fear of failure, withdrawal and the like).* |
|  |
| Are there any special family circumstances or events in your child's life? *(e.g. illness, divorce, relocation)* |
|  |
| How are your child's social contacts going? (*other children, siblings, parents, the teacher and other adults)* |
|  |

|  |
| --- |
| Has your child been examined psychologically before *(for example, intelligence research, personality research)*? If so, for what reason, when and by whom? Please attach a copy of the report. |
| If yes, do you give permission to contact the above authority (s) if necessary?     * Yes * No * *Make your choice from one of the two options* |

**SCHOOLDATA**

|  |
| --- |
| Does your child enjoy going to school? If not, please explain. |
|  |
| Are there any specifics with reading, spelling and / or arithmetic? |
|  |
| Did your child repeat / skip a group or did a school change take place? If so, in which group and what was the reason for this? |
|  |

**STRONG SIDES**

|  |
| --- |
| What are you proud of or satisfied with? |
|  |
| What activities does your child enjoy doing? (*indoors, outdoors, sports, hobby and the like).* |
|  |

Space for comments and / or questions

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**Consentstatement (request for research by the school)**

Name child:…………………………………………………………………………..

Date of birth:……………………………………………………………………..

The undersigned hereby indicate that they have seen the application form for research by 1801 jeugd & onderwijsadvies, which the school has completed about their child, and that they agree with the described request for help.

The undersigned hereby declare that they agree with the registration and the investigation with 1801 jeugd & onderwijsadvies and that they are aware of our procedure for investigation (see appendix information letter 'Information for parent (s) / legal representative (s)'. Children older than The age of 12 must confirm below with a signature that they are aware of the request for help. Education Advice conducts research on behalf of schools that pay for this research. Based on this, there is a multiple customer relationship from 1801 jeugd & onderwijsadvies: on the one hand with you as parent (s) / legal representative (s) and on the other hand with the school.

1801 jeugd & onderwijsadvies works according to the action-oriented method, in which transparency, cooperation and goal-orientation are central.

We assume that school and parents together have a request for help and that it is ultimately most important for you as parents to know what support the school can offer your child, based on the information from research. Therefore, the results of an examination are generally discussed simultaneously with the parents, the teacher and the internal supervisor. The advantage of this method is that it focuses on cooperation and open communication between parent (s) / legal representative (s) and the school. This method also creates the opportunity to make direct agreements during the conversations, in response to the advice given. It also ensures a better coordination between the approach at school and at home. After the oral explanation, the research report is simultaneously made available to parent (s) / legal representative (s) and school. Parent (s) / legal representative (s) have the right to have the report corrected for factual inaccuracies. Parent (s) / legal representative (s) can also invoke the blocking right.

Instead of this procedure, parent (s) / legal representative (s) can also choose to first discuss the report with parent (s) / legal representative (s) and immediately afterwards jointly with the school. Subsequently, the research report is made available to parent (s) / legal representative (s) and school.

You hereby declare:

* To agree to simultaneously discuss the research, the conclusions and the advice by the researcher with you, the teacher and the internal supervisor or the school director and then simultaneously make the research report available to the parent (s) / legal representative (s) and school.

or

* To agree to the procedure in which the research will be discussed with you first and immediately afterwards with you and the school jointly. Subsequently, the research report is simultaneously made available to parent (s) / legal representative (s) and school.
* *Make your choice from one of the two options*

|  |  |
| --- | --- |
| **Which situation applies to your child?**  Please tick and sign the appropriate box | |
| * Two parents have parental authority. | Name:  Signature 1:  Name:  Signature 2: |
| * One parent has parental authority.   You sign here if one of the following applies:   * Not being married at the time of the birth of the child and child is not recognized. * Not being married at the time of the birth of the child and child is recognized but not registered in the custody register. * Upon the death of the other parent. | Name:  Signature: |
| * Parental authority with legal representative / guardian | Name:  Signature: |
| * Signature child 12 years or older | Name:  Signature: |
| Place | Date |
| Please note   * Signatures must be done by both parents/ legal representatives * The undersigned hereby also give permission for the inclusion of personal data in the files of the educational consultancy |  |

**Appendix: Information letter for parents when registering for research**

Dear parent (s) / legal representative (s),

You have spoken with the school about registering your child with 1801 jeugd & onderwijsadvies because there are questions about the development of your child or about the desired supervision of your child. In this information letter you can read how to register with 1801 jeugd & onderwijsadvies.

**What is Student Counseling?**

The education advisers of 1801 advise schools in guiding students with special educational needs. These employees regularly visit the schools and advise the teachers to provide students with the best possible guidance at school. Sometimes an investigation and / or observation is necessary to gain more insight into the educational needs and the required supervision. Your child will then be registered with 1801 jeugd & onderwijsadvies with your permission. The educational advisor maps out the educational needs by means of conversations (with parents, pupils and other parties involved), observations and / or research. Afterwards, the findings are recorded in an investigation report. In view of the common interests of school and parents, it is desirable that advisory discussions take place at school, in which parents, teachers and possibly other parties involved are present. If parents wish to be informed of the findings prior to the joint consultation (without school officials), this is possible.

**Registering a student**

Two forms are required for registration, one from the school and one from the parents. After you have read this information letter, we ask you to sign the *registration form* (completed by the school) as seen. You thereby also sign for agreement with the described request for help.

Because you as parents are an important source of information, you will be asked to provide written information in advance in the *registration form* to be filled in by parents. In many cases, an additional (telephone) conversation takes place. By placing your signature on the registration form for parents you give permission for registration with 1801 jeugd & onderwijsadvies. Both parents / legal representatives (who have legal authority) must sign. If your child is 12 or older, he / she must also sign the form.

You can hand in the questionnaire at school or send it directly to the relevant branch of 1801 jeugd & onderwijsadvies.

When both application forms have been received by 1801, the education advisor will approach you, possibly through the school, to make an appointment for an interview and / or for the dates of the research. Sometimes it is necessary to request additional information from third parties, such as a youth doctor, speech therapist, physiotherapist or youth care provider if your child has been there before. Requesting information from third parties only happens if you give permission.

**Filing and privacy**

The written information (report and research material) of a student is kept at 1801 in a paper and a digital file. The paper file will be destroyed six years after the investigation date. Your and your child's personal information will only be used for the purpose for which it was requested and will only come to the eyes of the people for whom it is intended. 1801 jeugd & onderwijsadvies is a body that falls under the scope of the Personal Data Protection Act (WPB) and therefore uses privacy regulations that describe the rights and obligations of those involved. If desired, parents can view these regulations at 1801 jeugd & onderwijsadvies. The information is also available on our website [www.1801.nl](http://www.1801.nl).

**Complaints procedure**

The complaints regulations of 1801 jeugd & onderwijsadvies can be found at [www.1801.nl](http://www.1801.nl).

**More information**

If you have any questions after reading this information letter, please contact the school or the school's educational advisor. More information can also be found on our website: [www.1801.nl](http://www.1801.nl).