

# Northshore Families Helping Families

## Consent for Disclosure of Confidential Information



Client Information			
Name of Student		Student Date of Birth	
Address			
City	State	Zip	
Telephone	Email		
I give my permission for Northshore Families Helping Families to work with my family. I hereby give you permission to discuss my child's education and school-related issues with NFHF and to release documents to NFHF as indicated below:			
<input type="checkbox"/> Medical & Educational		<input type="checkbox"/> Medical Only	<input type="checkbox"/> Educational Only
Parent/Caregiver Printed Name		Parent/Caregiver Signature	
Relationship to Student		Date of Signature	
Louisiana Council's Advocacy Network			
I give permission for Northshore Families Helping Families to give the following information to the Region 9 LaCAN leader and consent to being contacted by the LaCAN leader for the purposes of receiving information regarding statewide advocacy efforts.			
Name			
<input type="checkbox"/> Mailing Address	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> Date of Birth
Disclaimer			
<p><i>Any information provided by Northshore Families Helping Families (NFHF) its staff, and/or its volunteers is intended for informational and educational purposes only. Any information expressed or implied is not intended nor should be construed as legal, medical, or other professional advice. NFHF does not render legal, medical, or professional advice or recommendations; nor is legal, medical, or other professional advice implied by any information given. Any information provided should not replace consultations with qualified legal, educational, healthcare, or other professionals to meet individual or professional needs. Reference to any program, service, therapy, links to external websites, surveys or treatment option does not imply endorsement or support a product, service or opinion by NFHF or by its organizational staff/members and should not be construed as such.</i></p>			
Parent/Caregiver Initials:		Date:	

# Northshore Families Helping Families Education Services Policy

## Client Information

Student's Name \_\_\_\_\_

Student's Date of Birth \_\_\_\_\_

Parent/Caregiver Name \_\_\_\_\_

Parent/Caregiver Email \_\_\_\_\_

## The Role of the Education Liaison

Northshore Families Helping Families Education Liaisons support the school districts included in our contracts with the Louisiana Department of Education and the Developmental Disabilities Council. These districts include schools within Livingston Parish, Tangipahoa Parish, St. Helena Parish, St. Tammany Parish, Washington Parish and the Bogalusa City School District. Our goal is to educate and empower parents/guardians of children receiving special education/504 services to become the best advocates possible for their child. All verbal and printed information provided to the Liaisons is highly confidential, this information will never be shared or forwarded to anyone without the parents'/guardians' written consent.

- We work one on one with parents to make sure each child's unique needs are identified and addressed in their educational plan.
- We answer questions and assist parents to address their concerns throughout the school year.
- We offer technical assistance to schools and families in order to assist them to better meet students' needs.
- We provide parents tools such as documents that will help them be prepared and organized.
- On a case-by-case basis we attend some education plan meetings with families to model effective advocacy strategies.
- We have a high volume of calls and appointments; however, we strive to return calls and emails within 48 hours of receiving them. We thank parents for their understanding.

***It is expressly understood that this service is not to be construed as legal advice or legal services. This is strictly an educational and support service to assist you to effectively advocate for your child's educational needs. Parents/Guardians understand that there are no guarantees of success in obtaining the services desired by the Parent/Guardian. Liaison attendance at Mediation and/or Due Process Hearings is not in lieu of representation by an attorney. The parent/Guardian agrees to hold NFHF and its Education Liaisons harmless with regard to the outcome of meetings, mediations, and/or hearings.***

Parent/Caregiver Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**I understand the Education Liaisons role in assisting me to advocate for my child's educational needs.**

Parent/Caregiver Initials: \_\_\_\_\_ Date: \_\_\_\_\_

# Northshore Families Helping Families Education Services Policy



## The Role of the Parent/Guardian

***You will be required to fill out NFHF's consent for Disclosure form, an Intake Questionnaire and agree to NFHF's Education Services Policy Terms and Conditions prior to the initial case conference with your Liaison.***

***You will be required to complete a Basics of Advocacy Training Program prior to the Liaison attending any meeting with your family.***

***You will provide the Liaison with copies of all relevant school records for your child as soon as possible.***

***You should be honest with your Education Liaison and reveal all relevant information concerning your child and school.*** We cannot give you the help you need if we don't know the whole story.

***You should attend any meetings that are scheduled with your Education Liaison.*** Liaisons will schedule regular case conferences with you to assist you in addressing specific concerns with your child's school. Parents are expected to notify the Liaison at least 24 hours in advance of any meeting that needs to be rescheduled.

***You should copy your Liaison on correspondence between you and the school personnel that is related to your child's educational plan.*** Any verbal communications with school personnel should be documented in writing via email.

***Alert the Liaison immediately if a meeting with the school is scheduled.*** Liaisons will attend school meetings on a case-by-case basis. Requesting a Liaison's assistance with a school meeting must be done at least 10 days prior to the date of the meeting.

***Alert the Liaisons immediately if a meeting with the school is rescheduled or cancelled. Liaisons will wait no longer than 15 minutes if you are running late to a meeting.***

***You should attend our workshops, presentations, and webinars in order to become familiar with special education laws, current policies, and effective advocacy techniques.***

***If there is a dispute between you and your local school district that results in a mediation, and/or Due Process hearing, we will be unable to advise you on any legal matters and will direct you to seek legal counsel.***

***Liaisons work 9am – 4pm Monday through Friday. Please do not contact them outside of business hours as this is their time with their own family.*** If you need to contact a Liaison outside of regular business hours, you may call the office and leave them a voicemail or send them an email. Your liaison will let you know their preferred contact method. You can expect their response within 48 business hours.

**I understand my role in working with an NFHF Education Liaison to advocate for my child's educational needs.**

**Parent Printed Name**

**Parent Signature**

**Relationship to Student**

**Date of Signature**

**Education Liaison Signature**

**Date of Signature**

N O R T H S H O R E



Please complete all sections of this form & return by mail, fax or email to  
Northshore Families Helping Families OR your Education Liaison as soon as possible.  
108 Highland Park Plaza Covington, La 70433 • (985) 875-0511 • EMAIL: [education@fhfnorthshore.org](mailto:education@fhfnorthshore.org) Fax: (985) 875-9979  
NFHF Education Liaison Policy 7/2021