SB 12 Consent and Communication Planner

One small group: what needs signed consent, what parents are told, and when

Texas Education Code 26.009 and 26.0083. Not a consent form: use your district's form.

The group

Group name _____ Grades _____ Day and time _____ Counselor _____

First and last session _____ Co leader or partner _____ Signed forms go back to _____

Where your district's rules are written (name and date)

Annual notice _____ Consent form _____ Procedure or guidance _____

Small groups are _____ Surveys are _____ Who to ask _____

Classify each element: OI opt in · NO notice, opt out · NC no consent · ASK the district

Element	Law to read	OI	NO	NC	ASK	Form or notice used
Group sessions	26.009(a-1)(3) treatment	☐	☐	☐	☐	
Pre and post survey	26.009(a-1)(2); 26.0083(h)	☐	☐	☐	☐	
Written check in or rating	26.009(a-1)(2) check-in	☐	☐	☐	☐	
Verbal well-being questions	26.009(f)(1)	☐	☐	☐	☐	
Audio or video recording	26.009(a)(2) and (b)	☐	☐	☐	☐	
Referral to outside provider	District procedure	☐	☐	☐	☐	
Sharing notes or data	26.009(a)(3); FERPA	☐	☐	☐	☐	
		☐	☐	☐	☐	

A service your district lists as notice and opt out can still need consent if it becomes planned, frequent or ongoing.

Before session 1

- ☐ Signed form back for each student
- ☐ Survey copy sent to parent
- ☐ Annual notice choices checked
- ☐ Sent in the family's language
- ☐ Confidentiality script ready
- ☐ Form filed in education record
- ☐ Consent names every element
- ☐ Partner or co leader named
- ☐ How to withdraw explained
- ☐ Notification timelines known

Parent communication plan (follow your district's timelines)

At the start, parents get _____ Change in services: within _____ Concerning disclosure: within _____

If telling a parent risks abuse _____ Closing note home (date) _____ Consent ends _____

Notes: family conversations, open questions for the district, changes

A planning tool, not a consent form or legal advice. Use your district's forms and procedures. Codes, not names.

SB 12 Consent and Communication Planner

One small group: what needs signed consent, what parents are told, and when

FILLED EXAMPLE · fictional Texas district, school, students and dates

The group

Group name	Grades	Day and time	Counselor
Calm and Brave (spring)	3 and 4	Wed 12:40 to 1:10	J. Rivera

First and last session	Co leader or partner	Signed forms go back to
04/05 to 05/24/2028	None; nurse P. Greene consults	Front office, scanned to record

Where your district's rules are written (name and date)

Annual notice	Consent form	Procedure or guidance
Annual notice, 08/16/2027	Small group consent, 2027-28	Counseling procedure, 08/2027

Small groups are	Surveys are	Who to ask
Opt in (health care service)	Opt in, copy to parent	Lead counselor, district office

Classify each element: OI opt in · NO notice, opt out · NC no consent · ASK the district

Element	Law to read	OI	NO	NC	ASK	Form or notice used
Group sessions	26.009(a-1)(3) treatment	☑	☐	☐	☐	Group consent form
Pre and post survey	26.009(a-1)(2); 26.0083(h)	☑	☐	☐	☐	Same form, survey attached
Written check in or rating	26.009(a-1)(2) check-in	☑	☐	☐	☐	Face scale named on form
Verbal well-being questions	26.009(f)(1)	☐	☐	☑	☐	None needed
Audio or video recording	26.009(a)(2) and (b)	☐	☐	☐	☐	Not used in this group
Referral to outside provider	District procedure	☐	☐	☐	☑	Call parent; district release
Sharing notes or data	26.009(a)(3); FERPA	☐	☐	☑	☐	Totals only, codes
		☐	☐	☐	☐	

A service your district lists as notice and opt out can still need consent if it becomes planned, frequent or ongoing.

Before session 1

- ☑ Signed form back for each student
- ☑ Survey copy sent to parent
- ☑ Annual notice choices checked
- ☑ Sent in the family's language
- ☑ Confidentiality script ready
- ☑ Form filed in education record
- ☑ Consent names every element
- ☑ Partner or co leader named
- ☑ How to withdraw explained
- ☑ Notification timelines known

Parent communication plan (follow your district's timelines)

At the start, parents get	Change in services: within	Concerning disclosure: within
Group form and plain page	3 school days	1 school day

If telling a parent risks abuse	Closing note home (date)	Consent ends
Principal; decision documented	05/25/2028	End of 2027-28 school year

Notes: family conversations, open questions for the district, changes

Annual notice: MH-38 parent declined brief check ins. Called 03/17 before sending the form.

Forms sent 03/20 in English and Spanish, due 03/31. Calls 03/27 and 03/28. All 5 back by 04/04.

Face scale and pre/post self check attached, so parents saw every question before session 1.

Session 1 script: what stays in group, what I must act on, what I may share with families.

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SB 12 Consent and Communication Log

Consent by student, and every parent contact, with the timeline it had to meet

The group

Group name and grades _____

Counselor _____

District consent form and procedure _____

Consent log (codes only). Covers: G group, S survey, C check ins

Code	Annual notice	Request sent	Reminder	Signed back	Covers G	S	C	Filed	Starts	Withdrawn or expires
					☐	☐	☐	☐		
					☐	☐	☐	☐		
					☐	☐	☐	☐		
					☐	☐	☐	☐		
					☐	☐	☐	☐		
					☐	☐	☐	☐		
					☐	☐	☐	☐		
					☐	☐	☐	☐		

Parent communication log

Date	Code	Reason	Method	What was shared (no other students' names)	On time
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Reason codes: S start of service, C change in services, M monitoring, D disclosure, R referral, E end of group, O other

After the last session

- ☐ Closing note to each family
- ☐ Each note logged
- ☐ Post survey filed by code
- ☐ Consent end date noted
- ☐ Referrals followed up
- ☐ Totals only in any report

District contacts, open questions and follow up

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