**Template for responding to a request under CISS**

This template can be used by Information Sharing Entities (ISEs) to respond to a request for information.

Schools and services **must** ensure that any copies of this form and the information in this form are stored in a secure location that can only be accessed by school and service leaders, and authorised staff.

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| Responding to a request for information |
| **Has the request been made by an ISE?** | [ ]  Yes[ ]  No (cannot share under CISS) |
| **Requesting information about** | **ISE requesting information** |
| Date of birth: |       | Date:  |       |
| Name: |       | ISE name: |       |
| Address: |       | Contact person:  |       |
| Position title: |       |
| Brief details:       | Email: |       |
| Phone: |       |
|  |       |
| Sharing requirements (must meet all requirements for the information to be shared) |
| [ ]  The information will promote a child’s wellbeing or safety[ ]  Sharing may assist in the carrying out of a professional activity[ ]  The information is not excluded information |
| Seeking and taking views into account |
| **Were the views of the child or family member sought?** |
| [ ]  Yes. Briefly detail whose views were sought and what the views were. | [ ]  No. Briefly detail why. |
|       |       |
| Outcome |
| **Will the requested information be shared?** | [ ]  Yes |
| [ ]  No. Provide further details on why you have refused the request (use the Email template for declining a request under CISS and/or FVISS).      |
| [ ]  Partially. Provide further details on information being partially shared.      |

An organisation must be an ISE to request, share or receive information under CISS. If you are unsure about the ISE status of an organisation, visit the **ISE List** <[www.vic.gov.au/ise-list-search](https://www.vic.gov.au/ise-list-search)>.

This template is an extract from the *Information Sharing and Family Violence Reforms – Guidance and Tools* <[www.vic.gov.au/information-sharing-guidance-and-tools](http://www.vic.gov.au/information-sharing-guidance-and-tools)>, published by the Department of Education.