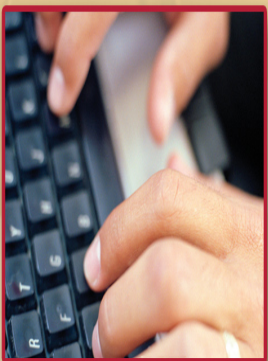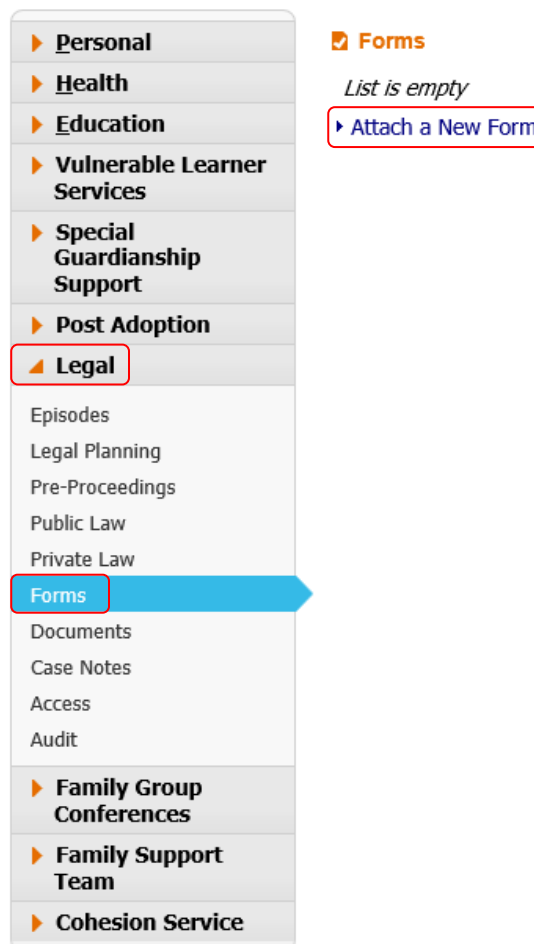**Telford & Wrekin**
COUNCIL

Assessment & Family Support Agreement

Creating an Assessment & Family Support Agreement

1. To create an Assessment & Family Support Agreement, navigate to the Forms tab within the Legal Workspace and click "Attach a New Form"

2. Select "Assessment & Family Support Agreement [LEGAL]" and "OK"

3. Click "Start Blank"

4. The Assessment & Family Support Agreement will open up for completion. Complete as appropriate and click "Save"
Note: Do not finalise the Agreement. The Agreement may need changes following the LBP Meeting.

Exporting Assessment & Family Support Agreement

1. Once the draft Assessment & Family Support Agreement has been written, click on "Export Document"

2. Complete fields as appropriate and click "Create"

3. Click "Download Document" and "Open"

4. A Word version of the Assessment & Family Support Agreement will open up, sent the document to print and then close the document.

5. Back in LCS (Protocol), click on "Complete Document"

6. The exported Word copy of the Assessment & Family Support Agreement will automatically be saved as an attachment to the LCS (Protocol) form.
Note: The attachment can be printed off again to take to the LBP Meeting where signatures on the Agreement are to be gained.

7. Hand deliver the printed Assessment & Family Support Agreement to parent/s along with the Letter Before Proceedings Letter and the Guidance for Parents Pack.

Updating the Agreement and Uploading Signed Agreement

1. Following the first LBP Meeting, scan the signed Agreement and save it to a folder/drive.

2. The Agreement on LCS (Protocol) can be finalised. If applicable, update where appropriate before finalising.

3. Once finalised, go to the "Attachments" section of the Agreement on LCS (Protocol) and click "Add Attachment"

4. Complete fields as appropriate and click "Next"

5. Click "Browse…" and find the signed document saved in the folder/drive

6. Click "Finish"

7. The signed copy of the Assessment & Family Support Agreement has now been attached to the LCS (Protocol) form.

Attachments (2)

Attachments

Date	Category	Type	Status	Editor	Notes	Download
27-Jan-2021	Form Attachment	Form Attachment	Completed	SOPHIE BYRNE - T&W TEAMS	Signed Assessment & Family Support Agreement - M..	blank doc.doc
27-Jan-2021	Agreement	Assessment & Family Support Agreement	Completed	SOPHIE BYRNE - T&W TEAMS	Word Copy	Download the document

▸ Add Attachment