This worksheet was designed to help school psychologists organize and document their process in arriving at decisions in challenging situations. By engaging in an intentional and thorough process, school psychologists can be confident that their decisions are based in sound, ethical reasoning.

General Considerations

☐ This worksheet is not intended to be a replacement for legal advice. At times, there are legal considerations in a situation that extend well beyond a school psychologist's capacity.

☐ Not all cells in the worksheet will apply to every situation. Some situations will include elements not found in the cells. The worksheet is designed to provide a structure on which to build.

Tips for Using the Worksheet

Describe the problem situation.

☐ Protect confidentiality: Avoid using personally identifiable information when making notes on the worksheet.

Define the potential ethical–legal issues involved.

☐ Generate hypotheses regarding the issues involved in terms of the source of the dilemma.

Consult available ethical and legal guidelines.

☐ Identify and record specific standards and statues related to the hypotheses.
☐ The following resources can be helpful in identifying legal and ethical issues:
  ▪ NASP Professional Practice Standards. https://www.nasponline.org/standards-and-certification/professional-ethics
  ▪ U.S. Department of Education, Individuals with Disabilities Education Act. https://sites.ed.gov/idea/
  ▪ U.S. Department of Education, Office of Civil Rights: Protecting Students with Disabilities, FAQ about Section 504 and students with disabilities https://www2.ed.gov/about/offices/list/ocr/504faq.html
  ▪ U.S. Department of Education, Family Education Rights and Privacy Act (FERPA) https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
  ▪ State Departments of Education websites https://www2.ed.gov/about/contacts/state/index.html

Confer with supervisors and colleagues.

☐ Identify those with whom you will discuss the situation. These are the individuals with whom you will work to generate your solution to the ethical dilemma, not the persons involved in the situation.
☐ Some of those identified on the worksheet may not apply to a specific situation, some may share more than one of the suggested roles.
☐ Consider using roles as identifiers rather than names, or use initials or first names to avoid identifying the student involved.

Some examples:

☐ Identify administrative supervisor(s) to be consulted—immediate supervisor, directors, assistant superintendent, principal.

☐ Identify clinical supervisor(s) to be consulted—current and/or previous supervisors of one's practice, previous intern and/or practicum supervisors.

☐ Identify professional colleagues to be consulted—NASP staff and volunteer leaders, NASP Communities participants, state association leaders, school psychology faculty members, in-system school psychologists, out of system school psychologists.

☐ Identify professional resources to be consulted—NASP website, including position papers, advocacy resources, *Best Practices* volumes, school psychology journals, *Communiqué*, handouts.

Evaluate the rights, responsibilities, and welfare of all affected parties.

☐ Think through and record the considerations for all parties involved. Not all parties listed will be involved in all situations, and, similarly, sometimes others will be involved who are not included in the list.

Consider alternative solutions and the likely consequences of each.

☐ Generate and record several resolutions to the dilemma. Think through the consequences of each, including those which do not immediately seem like an appropriate course of action. This critical step will help ensure that all aspects of the situation are considered.

Select a course of action and assume responsibility for this decision

☐ Once a decision has been made, write it down, read it, and reread it. If the decision is something you feel reflects all the steps of the process and is aligned with the various parameters, proceed to generating next steps in moving forward. If the decision does not meet these criteria, revisit the various steps until an acceptable decision is reached.

NASP ETHICS AND PROFESSIONAL PRACTICES
PROBLEM-SOLVING WORKSHEET

1. Describe the problem situation.

What is the source of the ethical concern?			
Competing priorities	Competing views of best practice	Policy and procedure adoption/implementation	Other

2. Define the potential ethical–legal issues involved.

Based on the identified concerns, topics to research include:		
Legal (federal/state)	Ethical	Local policy/procedure

3. Consult available ethical and legal guidelines.

List the specific ethical standards that may relate to the situation.	List the specific federal statutes that may relate to the situation.
List the specific state statutes that may be related to the situation.	List the specific local policies that may be related to the situation.

List the specific local procedures (both explicit and implicit) that may be related to the situation.

4. Confer with supervisors and colleagues.

Source	Input
Identify administrative supervisor(s) to be consulted.	
Identify clinical supervisor(s) to be consulted.	
Identify professional colleagues to be consulted.	
Identify professional resources to be consulted.	

5. Evaluate the rights, responsibilities, and welfare of all affected parties.

Party	Rights	Responsibilities	Welfare
Self			
Child			
Parent			
Teacher			
Administrator			
Service Provider			
Other			
Other			
Other			
Other			

6. Consider alternative solutions and the likely consequences of each.

Solution	Potential Positive Consequences	Potential Negative Consequences

7. Select a course of action and assume responsibility for this decision.

Decision	Next Steps