



Using ILP Adjustments

Adjustments are the changes made by the school to the environment or program to meet the individual needs of the student. Most ILPs will have multiple adjustments linked. Adjustments may be started, then discontinued and new adjustments commenced within the ILP.

The ILP Adjustment Summary Grid on the ILP Overview screen displays all adjustments linked to the ILP.

To create a NEW Adjustment, click the NEW ADJUSTMENT button at the top right of the Adjustment Summary Grid on the ILP Overview Screen.

ILP Adjustments - 2022 Kindergarten								
Data Added	Category	Adjustment	Frequency	Intensity	Review Date	Review Comment	Outcome	Edit
10/01/2022	Physical	Duty buddy	Most days in some classes	Small Group	13/01/2022	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit	Continue	
11/01/2022	Physical	Mobility aid support	Occasionally or one off	Whole School				

Rows per page: 10 1-2 of 2

To edit an existing Adjustment, click the EDIT icon at the far right of the Adjustment row you wish to edit..

ILP Adjustments - 2022 Kindergarten								
Data Added	Category	Adjustment	Frequency	Intensity	Review Date	Review Comment	Outcome	Edit
10/01/2022	Physical	Duty buddy	Most days in some classes	Small Group	13/01/2022	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit	Continue	

To delete an Adjustment, open the adjustment record detail screen and click the delete button.

← Individual Learning Plan: Bob Marley 649

NEW ILP RECORD  SAVE

ILP Adjustment - 2029 Year 9

Adjustment	Physical	Mobility aid support
Frequency	Occasionally or one off	
Intensity		

Each adjustment is a record in itself which can contain significant detail and supports its own notes and attachments.

←

Individual Learning Plan: Kyan Borough
10529

NEW ILP RECORD

📁
SAVE

ILP Adjustment - 2022 Kindergarten

Adjustment

Physical ▼

Duty buddy ▼

Frequency

All the time in every class ▼

Intensity

Individual ▼

Note

ADD NOTE
✎

Attachment

UPLOAD
📎

Review Comments

Jessica is diligent in assisting Kyan between classes. Kyan indicates that he appreciates Jessica's assistance.

Review Outcome

Continue ▼

Adjustment Category/Adjustments

These are pre-populated by the school, creating a dropdown list of all possible adjustment options. Categorisation of adjustments is provided, allowing effective management of what is likely to be quite a long list for a school.

The user simply selects a category, then chooses the adjustment to record against the ILP.

Setup Hints: build your adjustment categories first. We have used NCCD categories - use whatever works in your school.

Edit Lists

Table List

[Add new record](#)

Show entries Search:

ILP_ADJUSTMENT_CATEGORY_ID	ILP_ADJUSTMENT_CATEGORY	
1	Physical	
2	Social/Emotional	
3	Sensory	
25	Cognitive	
49	Miscellaneous	

Next, in Edit Lists, go to ILP_ADJUSTMENT and enter your Adjustments. It is best if you type directly into Edit Lists, rather than copy-pasting them (invisible characters may be copied, especially from word processors - which can cause problems). If you must copy-paste, do this from a plain text editor such as TextEdit or Wordpad. You have 100 characters for each adjustment. Get help from your IT staff if you need to change a word processor document into plain text.

Edit Lists

Table List

[Add new record](#)

Show entries Search:

ILP_ADJUSTMENT_ID	ILP_ADJUSTMENT	ILP_ADJUSTMENT_CATEGORY_ID	
1	Buddy/Mentor Program		
3	Tutor Checkins weekly		
5	Mobility aid support		
6	Seating position in classroom		
7	Duty buddy	1	
25	Adjusted assessment tasks	25	
49	Support aide (in class)	25	
50	Blue paper	49	
51	School supplied EUD	49	

- Physical
- ✓ Social/Emotional
- Sensory
- Cognitive
- Miscellaneous

To enter the category an adjustment belongs to, double click in the adjustment_category_id cell and a picklist will appear.

Frequency

Options:

- Occasionally or one-off
- Some days in some classes
- Most days in some classes
- All the time in every class

Intensity

Options:

- Whole School
- Small Group
- Individual

Notes and attachments

Multiple notes and document attachments can be linked to an individual adjustment record. These are date stamped and the user who made the item is recorded.

Review Comments

Free text area to record adjustment review activity notes and comments.

Hint: if you do several Adjustment Reviews during the year, add your second comment to the first one already in place and include a date reference in the new text.

Review Outcome

Options:

- Not Yet Applicable (default)
- Continue
- Modify
- Cease

Saving Adjustment records

After adding or making changes to an Adjustment record, the SAVE button in the top right of the Adjustment Detail screen will go **ORANGE**, indicating that there is a need to save. Click the orange SAVE button and it will turn **GREEN**, indicating that changes have been saved.

Individual Learning Plan: Bob Marley 649

NEW ILP RECORD

SAVE

ILP Adjustment - 2022 Kindergarten

Adjustment: Cognitive Support aide (in class)

Frequency: Most days in some classes

Intensity: Small Group

Note

- 15/01/2022 School Admin ;izkdfn fasu fpoa h
- 15/01/2022 School Admin l;izdjf al testing 2

ADD ADJUSTMENT NOTE

Attachment

- 15/01/2022 School Admin individual_learning_

ADD ADJUSTMENT ATTACHMENT

Return to Overview screen from Detail screens

When you click SAVE on any of the Details screens, the view will refresh back to the ILP Overview screen automatically.

If you are browsing a Details screen (no saving) and want to return to the ILP Overview screen, click the ORANGE BACK ARROW at the top left of the Details screen.

marley | Contact

School Admin

Individual Learning Plan: Bob Marley 649

NEW ILP RECORD

SAVE