

Appendix 3

4.6 Writing and Reviewing Documented Plans

4.6.1 Creating the Student Profile

1. Student is identified at enrolment, through SAER and/or updated diagnosis received.
2. Student is discussed at a case conference or via a phone call to the parent for permission to create a Student Profile.
3. Learning Support Coordinator creates a Student Profile.
4. Student Profile is distributed to staff via SEQTA.
5. Add student name to census list.
6. Add student diagnosis details to MAZE.
7. Student Profile is updated and reviewed at each subsequent case conference.

4.6.4 Timeline for writing and reviewing IEPs

IEP Timeline – MESH & Languages

For Semester 1 IEPs

Students requiring an IEP Semester 1, emailed to HOLAs	Week 6, Term 4 (previous year)
IEPs created by teachers for Semester 1	Week 9, Term 4 (previous year)
IEPs uploaded to SEQTA	Week 10, Term 4 (previous year)
Semester 1 IEPs reviewed by MESH teachers	Week 1-2, Term 1
IEPs sent out to parents	Week 8, Term 1
Semester 1 IEPs reviewed by teachers	Week 9, Term 2
Completed IEPs sent out to parents	Week 10, Term 2

** consideration of the curriculum the following year **

IEP Timeline – Non-MESH (Year 8-12) & Year 7 all subjects

For Semester 1 IEPs

Students requiring an IEP Semester 1, emailed to HOLAs	Week 1, Term 1
IEPs created by teachers	Week 6, Term 1
IEPs uploaded to SEQTA	Week 8, Term 1
IEPs reviewed and sent out to parents	Week 8, Term 1
Semester 1 IEPs reviewed by teachers	Week 9, Term 2
Completed IEPs sent out to parents	Week 10, Term 2

IEP Timeline

Semester 2 IEPs – all years, all subjects

	Timeline
Students requiring an IEP Semester 2, emailed to HOLAs	Week 2, Term 3
IEPs created by teachers	Week 6, Term 3
IEPs uploaded to SEQTA	Week 8, Term 3
IEPs reviewed and sent out to parents	Week 8, Term 3
Semester 2 IEPs reviewed by teachers Semester 1 (following year) IEP goals written by MESH and languages teachers	Week 9, Term 4
Completed Semester 2 IEPs sent out to parents	Week 10, Term 4

4.6.5 and 4.6.6 Writing an IEP on RTP SEN and SEQTA

