

Reporting Procedures for Funded and Modified Learning Program Students

STUDENTS WITH FUNDING

Student Wellbeing

- PSD Coordinator to convene student support group (SSG) meetings with funded students each term.

Communication to Staff

- A list of all funded students who require modification with details on the specific subjects related to the modification can be found on Compass → School Documentation → Student Wellbeing Folder.
- All funded students are to receive modification unless indicated by the student's ILP, which can be found on their Compass profile. It is the responsibility of the Heads of Year Level to ensure all records are up to date.

Reporting

- For GPAs, staff must indicate that a student is on an MLP by clicking 'yes' in the relevant descriptor.
- In the end of Semester report, staff must use the MLP at the start of their comments: '[Student] has worked with a Modified Learning Plan this Semester.'

STUDENTS ON A MODIFIED LEARNING PROGRAM

Heads of Year Level

- Heads of Year Level (7-12) to create, review and update a list of students within the year level that require modification of their curriculum and assessment.
- This will be based on academic data, attendance and wellbeing information as well as input from past and previous teachers.
- Heads of Year Level and the PSD Coordinator will convene SSG meetings with parents of the students identified as requiring a modified learning program each semester.

Communication to Staff

- It is the responsibility of the Head of Year Level to create a list of students requiring a modified learning program with details on the specific subjects related to the modification. This will be uploaded to Compass → School Documentation → Additional Learning Needs.

Reporting

- For GPAs, staff must indicate that a student is on an MLP by clicking 'yes' in the relevant descriptor.
- In the end of Semester report, staff must use the MLP at the start of their comments: '[Student] has worked with a Modified Learning Plan this Semester.'