# Disability Inclusion Profile – End to End Process

Diagram

Description automatically generated

Disability Inclusion Profile - End to end process - Diagram showing the process of Disability Inclusion Profiles with actions for the school, facilitator and moderator. Read the Disability Inclusion Profile guidelines on PAL for full details. 
Key: School Action (purple), Facilitator Action (blue), Moderator Action (orange)
1: Convene SSG, develop IEP, monitor adjustments (purple)
2: Identify student to undertake a Disability Inclusion Profile (purple)
3: Consider consulting Student Support Service Key Contact about readiness for profile meeting (purple)
4: Submit Profile Request (purple)
5: Review Profile Request and request parent/carer consent, Vineland-3, IEP and SSG minutes (blue)
6: Obtain consent for profile meeting (purple)
7: Complete Vineland-3 (purple)
8: Finalise Profile Request and provide profile consent, Vineland-3, IEP and SSG minutes (purple)
9: Make decision to proceed with profile meeting (blue)
10: Schedule profile meeting with school (blue)
11: Gather additional supporting information and provide to facilitator service (purple)
12: Organise meeting (e.g. invite participants, arrange interpreters) (purple)
13: Prepare staff to contribute (purple)
14: Prepare student to contribute (see Student Voice Tool) (purple)
15: Prepare parent/carer(s) to contribute (see Parent Voice Tool) (purple)
16: Review student details and supporting information ahead of profile meeting (blue)
17: Facilitate profile meeting (blue)
18: Validate level of adjustment using supporting information (blue)
19: Request further supporting information, if required (blue)
20: Collect additional supporting information, if required (purple)
21: Determine final level of adjustment (blue)
22: Review decision and undertake moderation and quality assurance and provide feedback to facilitator (orange)
23: Receive profile report, and, if required, funding details (purple)
24: Organise SSG to discuss outcomes and refine IEP (purple)
