# Disability Inclusion Profile – School Notes Tool

During the Disability Inclusion Profile (the ‘profile’) meeting, the facilitator will support participants to work through the profile. This is informed by supporting information provided before, during and after the meeting. The facilitator will then finalise the profile report. It is strongly recommended that the principal, or principal’s nominee, record any key actions that are identified during the meeting.

For more information about the **Disability Inclusion Profile** tool and process, see: [Disability Inclusion Profile: Policy | education.vic.gov.au](https://www2.education.vic.gov.au/pal/disability-inclusion-profile/policy).

### Purpose of this Tool

This tool is available to enable the school’s principal, or principal’s nominee, to record key information or actions from the meeting. Alternatively, the school may wish to use another school-based template such as an SSG minute template.

### How to use this tool?

The use of this tool is optional. Schools may wish to use this tool to:

* record any additional insights or adjustments, which arise during the profile discussion, that could be helpful in supporting the student in the future,
* record the agreed levels of adjustment (LOA) in place for the student for each activity
* record key information or actions discussed during the profile meeting, including any additional supporting information required. Schools will also receive an email from the facilitator service outlining any necessary supporting information.
* provide a record of information to discuss at the next SSG or when the SSG meets to discuss the profile report and School Resource Notification (SRN)

### Profile Meeting Notes Tool

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| Student Name: Profile Meeting Date: Attendees:Apologies: |
| Student Voice Discussion Notes: *Record any new information about the student’s strengths, preferences, aspirations or needs as provided by the student.*  |
| Key Information Discussed at the Profile Meeting *Record any new information or learnings discussed in the profile meeting.* |
| Key actions required *Record any new actions discussed in the profile meeting to be followed up.* |
| Additional adjustments to be discussed and considered at next SSG*Record any additional adjustments discussed at the profile meeting that could be implemented going forward.* |
| Other information *Record any other information that was discussed at the profile meeting that may be useful for your schools planning for this student, including any new information, learnings or intended future actions required.*  |

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| Domain and Activity | Consensus-Agreed LOA | Comments/Additional SI required |
| Learning and Applying Knowledge | Watching | Choose an item. | *Record additional supporting information required after the profile meeting.*   |
| Listening | Choose an item. |
| Reading  | Choose an item. |
| Writing | Choose an item. |
| Mathematics (calculating) | Choose an item. |
| Focusing and directing attention | Choose an item. |
| Solving problems | Choose an item. |
| General Tasks and Demands | Carrying out daily routines | Choose an item. | *Record additional supporting information required after the profile meeting.*   |
| Undertaking tasks independently  | Choose an item. |
| Handling stress and other psychological demands | Choose an item. |
| Managing one’s own behaviour | Choose an item. |
| Communication | Producing non-verbal messages | Choose an item. | *Record additional supporting information required after the profile meeting.*   |
| Interpreting spoken messages | Choose an item. |
| Interpreting non-verbal messages | Choose an item. |
| Using expressive language (speaking) | Choose an item. |
| Conversation | Choose an item. |
| Self-care | Drinking | Choose an item. | *Record additional supporting information required after the profile meeting.*   |
| Eating | Choose an item. |
| Dressing | Choose an item. |
| Toileting  | Choose an item. |
| Washing oneself | Choose an item. |
| Looking after one’s health | Choose an item. |
| Looking after one’s safety | Choose an item. |
| Interpersonal Interactions | Responding to the feelings of others | Choose an item. | *Record additional supporting information required after the profile meeting.*   |
| Forming relationships | Choose an item. |
| Regulating behaviours within interactions | Choose an item. |
| Interacting according to social rules | Choose an item. |
| Mobility | Lifting and carrying objects | Choose an item. | *Record additional supporting information required after the profile meeting.*   |
| Fine motor skills | Choose an item. |
| Moving from place to place | Choose an item. |
| Positioning one’s body | Choose an item. |