

Frequently Asked Questions

TRACS Application Processes for Reasonable Adjustments

This guide is for:

Providing responses to questions asked by school staff as they apply for reasonable adjustments in TRACS, which includes the following roles:

- Principals and their delegates
- Assistant Principals
- TLOs
- School Admins.

1. How do I access draft applications?

You can access draft applications via either:

- **Student profile:**
Go to the **ADJUSTMENTS** tab → locate the current year application → click the **edit icon (pen and paper)**.
- **Correspondence:**
From the **HOME** page, open the relevant correspondence/task → go to the **APPLICATION** tab → click **Resume Application**.

Both options will take you to the Reasonable Adjustments Application screen.

2. How do I cancel a draft application?

Open the draft application (via student profile or Correspondence), then:

- Click **Cancel Application** (bottom left).
- Select **OK** to confirm.

3. How do I make changes to or cancel a submitted application?

Submitted applications cannot be edited.

To request changes or cancellation:

- Submit your request to TASC staff via the **COMMUNICATION** tab within the current year's Reasonable Adjustment Application task.

4. Do I need to include previously approved permanent adjustments on an application for new or changed adjustments?

Yes. The current application must include **all conditions and adjustments** that still apply, including previously approved permanent ones. This includes applications for reasonable adjustments on the grounds of Personal Circumstances.

- Use **Start from Previous Application** to pre-fill details.
- Please do not remove any past permanently approved reasonable adjustments the student still wishes to receive. These must be included on any new applications to continue to apply but no new evidence is required for unchanged permanent adjustments.
- New evidence is required for:
 - new adjustments.
 - re-applying for non-permanent adjustments.

5. Why am I being prompted to provide a functional impact for previously approved permanent adjustments?

Some data (e.g. functional impact) could not be migrated into the new system. This is a temporary requirement due to the new system.

You will **only be prompted to enter functional impact if you are submitting a new or amended application for the student**. You are not required to update existing approved applications.

For 2026 applications:

- Functional impact must be entered for **all adjustments included in the application**, including previously approved permanent adjustments.
- This does **not affect eligibility** unless adjustments are being changed.

6. How do I apply for reasonable adjustments for personal circumstances?

Applications for reasonable adjustments on the grounds of personal circumstances are lodged using the Reasonable Adjustment Application process. A few considerations to note:

- If a student has **no prior application or an application with non-permanent adjustments**, these can be submitted as a new Reasonable Adjustment Application. Refer to the steps for applying for personal circumstances in the guide for creating an application for reasonable adjustments.
- If a student has an **existing Reasonable Adjustment Application in the current year**, please upload the Student Application Form and supporting evidence to the existing Task, and request any adjustments or changes via the Communication tab on the task.
- If a student has **permanently approved adjustments from a previous year** and is applying for adjustments under personal circumstances, the permanently approved adjustments must be included on the application and can be carried across to the application for personal circumstances to ensure the student receives them for their exams this year. Additional evidence and information are only required for applications relating to the adjustments requested for their personal circumstances. Refer to the guide for viewing or adjusting past reasonable adjustments.

More information:

- See all TRACS resources for Reasonable Adjustment Applications at www.tasc.tas.gov.au/teachers/courses/tracs-resources/