

View or Adjust Past Reasonable Adjustments

This guide is for:

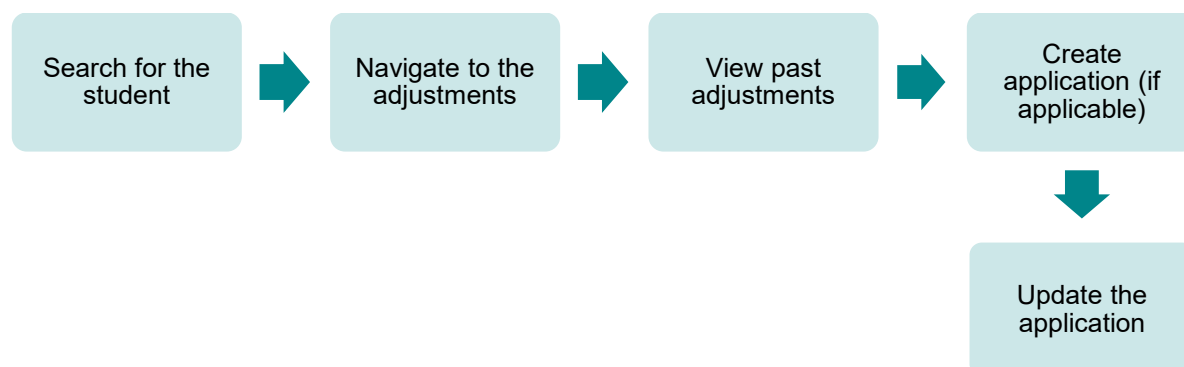
- Principals and their delegates
- Assistant Principals
- TLOs
- School Admins

IMPORTANT:

Reasonable Adjustment Enquiries – If you wish to enquire about a reasonable adjustment where the enquiry is not related to an existing, active application, please use the *Reasonable Adjustment Enquiry* Task Type rather than submitting a Reasonable Adjustment Application.

New Reasonable Adjustment Applications – this guide covers how to adjust or extend previously approved reasonable adjustments from the prior year. If you have not yet created an application or would like guidance on how to fill out the form, you should refer to the *How to Create an Application for Reasonable Adjustments* guide.

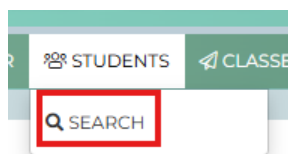
Quick version



Detailed version

1. Search for the student

- a. Via the *STUDENTS* drop down menu



- b. Via the search bar



2. Navigate to the adjustments

How to View or Adjust for Reasonable Adjustments

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- a. You will be taken to a page with a number of tabs containing various details about the student. You will be taken to *DETAILS* tab initially. Navigate to the student's reasonable adjustments by clicking on the *ADJUSTMENTS* tab.

Student

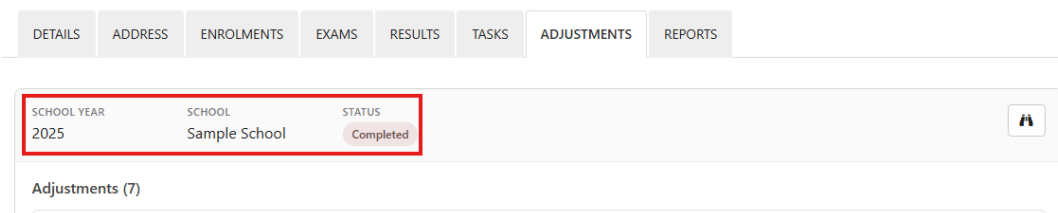
SAMPLE STUDENT

26A12345 (TASC ID) / 11122233345(STUDENT ID)



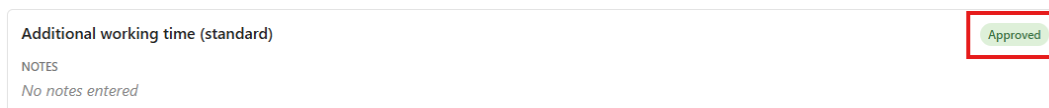
3. View adjustments

- a. For students with previous applications for reasonable adjustments, you will see a summary of each application. At the top of each record, you will see *SCHOOL YEAR*, *SCHOOL* and *STATUS*.



- b. Below each record you will see *Adjustments* and each of the previously requested adjustments listed. To the right of each adjustment, you might see the following tags:

- **Approved** – this indicates that the adjustment was approved for the student and they received the adjustment.



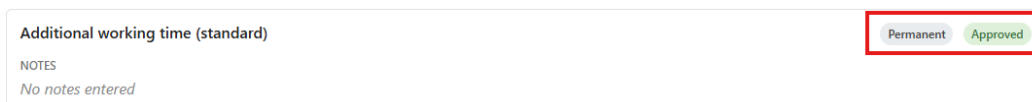
- Note that if the student changed their mind about an adjustment on the day, this is not recorded in this section.

- **Rejected** – this indicates that the adjustment was determined to not be appropriate and was rejected for the student, meaning they did not receive the adjustment.




- **Permanent** – this indicates that the adjustment has been classified as permanent on the basis of the student's condition/s.

- If coupled with an **Approved** tag, this means that reapplication for those adjustments is not necessary unless a change is required for any of the student's adjustment/s and/or condition/s.



- c. If the student is enrolled at the same school that submitted the application in the previous year, you will also be able to click on the view button to open the application to see more details including any previous *COMMUNICATION* or *DOCUMENTS*. If the application was submitted by a different school, you will only be able to see the summary.

SCHOOL YEAR	SCHOOL	STATUS	
2025	Sample School	Completed	


4. Create application (if applicable)

- d. If the student has non-permanent adjustments that they would like to reapply for, previously approved permanent adjustments that they would like to change, or they would like to apply for new adjustments under new or pre-existing grounds, then you will need to submit an application.
- **Note:** For students with approved permanent adjustments which will not be changing, you do not need to reapply.
- e. To create an application, click the + *Start from Previous Application* button.





Prefills eligible permanent conditions and approved adjustments from the previous year.

- f. You will be taken to the *Reasonable Adjustments Application* screen.







5. Update the application

- a. If you scroll down to the *Conditions* and *Adjustments* sections, you will see that these will be pre-populated with conditions and adjustments from the application from the previous year.
- i. If the student no longer has a condition or adjustment that is listed, you can remove this by clicking the  (bin) button to the left of the condition of adjustment.

Conditions + Add Condition

	CONDITION	DESCRIPTION
	Anorexia/eating disorder	
	Specific learning disorder - Spelling	

Adjustments + Add Adjustment

	ADJUSTMENT	DESCRIPTION	NOTE	FUNCTIONAL IMPACT	EXCEPTIONS
	Additional working time (standard)				SELECT ONE OR MORE
	Additional working time (standard)				SELECT ONE OR MORE

Note: Please ensure all adjustments and conditions, including permanent conditions and adjustments, remain on the form. Removing any that still apply will override the previous adjustments resulting in the student not receiving them in the current year.

- b. For all other sections and fields, complete these as normal per the *How to Create an Application for Reasonable Adjustments* guide on the [TRACS Resources](#) page of the TASC website.