

Instructional Planning Form (IPF)

Purpose

The purpose of this tool is to aid you in systematic instructional intervention planning. This involves specifying the “how” and “what” to teach a particular student or group of students.

Who should use

Any teacher team, Student Services team, or SSIT that is planning for developing and delivering supplemental support and/or interventions.

How to use

The team uses the template to consider the eight main areas that need specification:

- 1) Instructional Procedures: includes the focus or skill being taught and the teaching strategy to be employed.
 - This may include advanced interventions, extensions of core, specific focus areas from core, or below/well-below interventions. It is important to consider student need as well as your school's resources and capacity.
- 2) Materials: includes specific teacher and/or student materials used
- 3) Teaching Arrangements: includes who will be teaching and the ratio of teacher to student
- 4) Time: includes how many times per week and the time allocated to instruction or activity per day
- 5) Motivational Strategies: specifies strategies to be used to increase student performance.
- 6) Measurement Strategies: how, what, where, who, progress monitoring schedule
- 7) Decision-Making: frequency of data collection, decision rules, schedule for problem solving meetings
- 8) Support for Plan: how and who will support the plan including fidelity/integrity of intervention and data collection

See example below:

Instructional Planning Form Example:

Group	Instructional Procedures		Materials	Arrangement	Time	Motivational Strategies	Measurement	Decision Making	Support Plan
	Focus/Skill	Strategy							
1 (below bench)	Decoding Fluency Comprehension	Teacher-Led Instruction	Passport Level C	Small Group 5:1 Mrs. Brown	30 min/day 5 days/wk	Teacher feedback, points Adventure Map	AIMSweb R-CBM/weekly Quick Checks/ every 5 lessons	Grade Level PS meeting/ Every 8 weeks	Passport Fidelity Checklist AIMSweb Inter-rater reliability
2 (at bench)	Academic Vocabulary	Teacher-Led Instruction	Personal Dictionary	Group 10:1 Mr. James	10min/day 5 days/wk	Teacher feedback, points	Vocab. Quizzes/wkly	Grade Level PS meeting/ Every 8 weeks	Develop "library" of close reading text
	Comprehension	Close Reading	Expository/ Narrative Text	Group 10:1 Mr. James	20 min/day 5 days/wk	Teacher praise/points	Comprehension Questions/wkly		
3 (above bench)	Informational Writing	Inquiry based research	Journal	Small group 4:1 Ms. Jones	30 min/day 5 days/wk	Teacher feedback, points	Grading Rubric/each written product	Grade Level PS meeting/ Every 8 weeks	Common Grading Rubric Inter-rater reliability for scoring