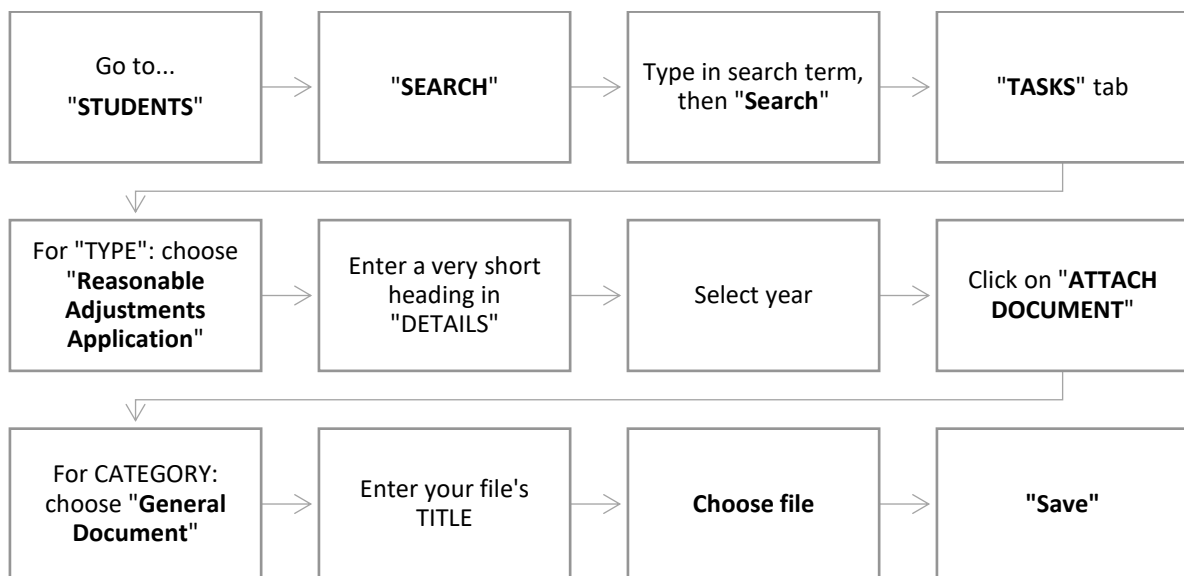




How to...lodge a Reasonable Adjustment (Special Provisions) application

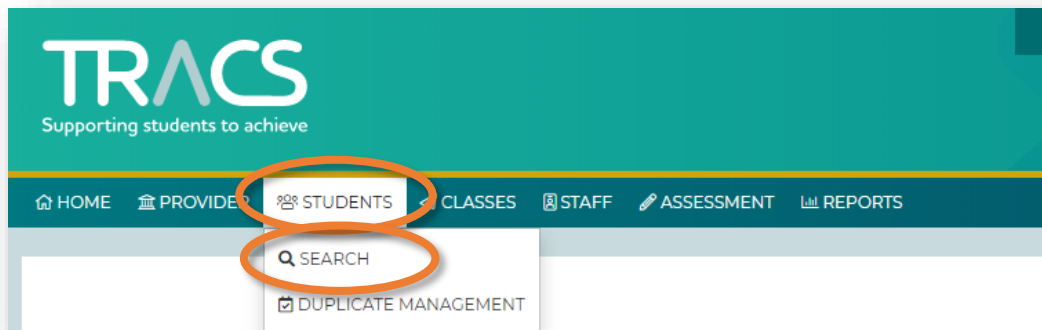
- **IMPORTANT:** If you simply wish to make an enquiry about a Reasonable Adjustment – as opposed to an actual application - please use the “Reasonable Adjustment Enquiry” Task Type, rather than “Reasonable Adjustment Application” as described in this guide.

Quick version:



Detailed version:

1. Go to “STUDENTS” and then “SEARCH”:



2. Search for the student's record by typing a relevant term into any of the available boxes (e.g. type the family name of the student you are looking for in the FAMILY NAME box):
 - a. Then click on "Search".
 - b. All the options will appear in the RESULTS table. Click on the row that applies.

Student

SEARCH

FAMILY NAME

GIVEN NAME

TASC ID

ED ID / STUDENT ID

DOB

a.

RESULTS

TITLE	GIVEN NAME ▾	FAMILY NAME ▾	DATE OF BIRTH	TASC ID	EDID / STUDENT ID	ORGANISATION
	👤 Jack	Smith				
	👤 Joshua	Smith				
	👤 Miriam	Smith				

3. The student's page appears. Select the "TASKS" tab:

Student

JACK SMITH

18H00000 (TASC ID) / 00000 (STUDENT ID) / LM0Y0L00WB (USI)

4. Select "Add Task" at bottom left:

TYPE ▾	RELATES TO ▾	NOTES
Drag a file here to create a new task		
<input type="button" value="+ Add Task"/>		

5. The “Add Correspondence” box appears:
 - In the “TYPE” drop-down bar, select “**Reasonable Adjustment Application**”.

The screenshot shows the 'Add Correspondence' form with the 'TYPE' dropdown menu open. The selected option is 'Reasonable Adjustment Application'. Other options visible include 'Application to Study a CCAFL Course (enquiry form)', 'Folio enquiries', 'General Administration', 'Inspection of Written Exams - Round 2', 'Internal Rating Verification', 'Notice of Enrolment/Exam Centre enquiries', 'Equality Assistance-related', 'Reasonable Adjustments Enquiry', and 'TCEA Application'. The 'CALENDAR YEAR' field is also visible below the dropdown.

6. With “Reasonable Adjustment Application” now selected, a link to the *Reasonable Adjustments Application Form* appears at the right of the box. This form needs to be completed ready for this process.

The screenshot shows the 'Add Correspondence' form with 'Reasonable Adjustment Application' selected in the 'TYPE' field. A tooltip box on the right contains the following text: 'To apply for reasonable adjustments, schools need to attach the required evidence along with the relevant Reasonable Adjustments application form from the TASC website: LINK TO BE UPDATED'. The 'PROVIDER' field is set to 'School'.

7. In the “DETAILS” box, write a very short line such as “*Reasonable Adjustments application for JXX SXXXX – TASC ID XXXXXX*”. **Please do NOT write the particulars of the application in the “DETAILS” section – use your attached document(s) for that information.**
 - a. Select the calendar year in which the Reasonable Adjustments are to begin,
 - b. Click on the “ATTACH DOCUMENT” box:

The screenshot shows the 'Add Correspondence' form with the 'DETAILS' field containing the text: 'Please find attached an application for Reasonable Adjustments for XXXX, YYYY - TASCID 12345.'. The 'CALENDAR YEAR' field is set to '2020'. The 'ATTACH DOCUMENT' checkbox is present and unchecked.

8. The drop down menu now extends to include the details of your attachment (which is going to be your *Reasonable Adjustments Application Form*):
 - a. Click on the “**CATEGORY**” drop down menu. Select “**General Document**”.
 - b. In the TITLE box, type a title for the form you’re about to upload.
 - c. Click on “**Choose File**” and select the file to be uploaded.
 - d. Once your document is uploaded, click on the “**Save**” button at bottom right:

9. Your Reasonable Adjustment application has now been submitted to TASC.

A Task / Reasonable Adjustment Application page for that student will now appear:

- a. The status, at this stage, is shown as ‘PENDING’ at top right.
- b. The document you attached can be viewed under the “**DOCUMENTS**” tab. At this stage you can also use the “**DOCUMENTS**” tab to upload additional information such as supporting documents from medical specialists.
- c. And you can add and receive notes related to that task at any time under the “**COMMUNICATION**” tab.

IMPORTANT: *Any further actions you wish to take in relation to this Reasonable Adjustment Application need to be via this “**COMMUNICATION**” tab. This allows for all correspondence to be in one place and helps us to provide you with more efficient responses.*

10. Once approved by TASC, a notice will appear on your HOME page under “Correspondence”. The status is now shown as “Completed”.

HOME

Upcoming Events
See all

Correspondence

TYPE ▾	RELATES TO ▾	DETAILS	STATUS ▾	SUBMITTED ▾
Reasonable Adjustment Application	XXXX, YYYY	Please find attached an application for Reasonable Adjustments for XXXX, YYYY - TASCID 12345	Completed	25/02/2020

11. You can also view the completed task on the student’s page under the “TASKS” tab. All approved provisions are listed under the “PROVISIONS” tab:

Student
JACK SMITH

DETAILS ADDRESS ENROLMENTS EXAMS RESULTS **TASKS** PROVISIONS REPORTS

TYPE ▾	RELATES TO ▾	NOTES	STATUS ▾	SUBMITTED ▲
Reasonable Adjustment Application	XXXX, YYYY		Completed	25/02/2020

DETAILS ADDRESS ENROLMENTS EXAMS RESULTS **TASKS** **PROVISIONS** REPORTS

NAME	CODE	START DATE	END DATE
Learning - Dyslexia	DYSLEXIA LEARNING	16/01/2020	Permanent

»» Things to know:

- Applications for 2020 Reasonable Adjustments are open from **Thursday 26 March 2020** and close **Friday 29 May 2020**.
- Applications for 2021 Reasonable Adjustments will open in late 2020 (i.e. much earlier than for previous years). The TASC website will have the most up to date deadlines. .
- Approved ongoing or permanent Reasonable Adjustments from a previous year *automatically* carry over into the new year in TRACS. An email to confirm arrangements is sent to schools each year. TASC will advise of any students that need to submit a re-approval application form.

For further TRACS support, contact TASC via either of the following:

- Phone: (03) 6165 6000
- Email: enquiries@tasc.tas.gov.au