

Develop a learning support register

Suggestions for developing a register and monitoring student progress.

For more information read [Guidance for supporting students with special education needs, page 2](#).

- ✓ Be clear about its purpose, how it will be used, how its information will be confidentially shared, and how and by whom it will be managed.
- ✓ Decide how you will identify students who need additional support and who, from within or outside the school, can help with assessing student needs.
- ✓ Identify students within your school management system, if it supports this.
- ✓ Use your register to coordinate support across the school. Focus on learning needs to meet the goals in the curriculum, to achieve NCEA, social and emotional support, and support students and parents might need at home.
- ✓ Think beyond the student to wider school changes that can be made to support learning, such as professional learning and development, inclusive teaching approaches, and cross-school programmes and initiatives.
- ✓ Establish a process and timeframe for monitoring and evaluating the progress of each student on the register.
- ✓ Avoid negative or disparaging language when identifying and writing about students with special education needs.

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