

# Completing the Instructional Planning Form (IPF)

The IPF assists teachers by describing important components of a student's current instructional program. Because teachers often report not knowing what to change when an instructional program is not successful, this information facilitates discussion of what can be changed if a student is not making adequate progress.

Systematic Instructional Intervention Planning involves specifying the “how” and “what” to teach a particular student. Five main areas that need specification include:

1. Instructional Procedures
2. Materials
3. Arrangements
4. Time
5. Motivational Strategies

1. Instructional Procedures: Includes the focus or skill being taught and the teaching strategy to be employed.

Instructional Procedures Skills	Instructional Procedures Strategies	Materials	Arrangements	Time	Motivational Strategies
Vocabulary	Teacher-led reading instruction	SBJ Level 2-2	Small Group 7:1	15 min.	Teacher praise/points
Comprehension	Ask 5 questions	SBJ Level 2-2	Small Group 7:1	5 min.	1 pt./correct answer Teacher praise
Decoding fluency	Silent reading	Select books	Independent	15 min.	

2. Materials: Includes specific materials used.

Instructional Procedures Skills	Instructional Procedures Strategies	Materials	Arrangements	Time	Motivational Strategies
Vocabulary	Teacher-led reading instruction	SBJ Level 2-2	Small Group 7:1	15 min.	Teacher praise/points
Comprehension	Ask 5 questions	SBJ Level 2-2	Small Group 7:1	5 min.	1 pt./correct answer Teacher praise
Decoding fluency	Silent reading	Select books	Independent	15 min.	

3. Teaching Arrangement: Includes who will be teaching and the ratio of teacher to student.

Instructional Procedures Skills	Instructional Procedures Strategies	Materials	Arrangements	Time	Motivational Strategies
Vocabulary	Teacher-led reading instruction	SBJ Level 2-2	Small Group 7:1	15 min.	Teacher praise/points
Comprehension	Ask 5 questions	SBJ Level 2-2	Small Group 7:1	5 min.	1 pt./correct answer Teacher praise
Decoding fluency	Silent reading	Select books	Independent	15 min.	

4. Allocated Time: Includes how many times per week and the time allocated to instruction or activity per day.

Instructional Procedures Skills	Instructional Procedures Strategies	Materials	Arrangements	Time	Motivational Strategies
Vocabulary	Teacher-led reading instruction	SBJ Level 2-2	Small Group 7:1	15 min.	Teacher praise/points
Comprehension	Ask 5 questions	SBJ Level 2-2	Small Group 7:1	5 min.	1 pt./correct answer Teacher praise
Decoding fluency	Silent reading	Select books	Independent	15 min.	

5. Motivational Strategies: Specifies strategies to be used to increase student performance.

Instructional Procedures Skills	Instructional Procedures Strategies	Materials	Arrangements	Time	Motivational Strategies
Vocabulary	Teacher-led reading instruction	SBJ Level 2-2	Small Group 7:1	15 min.	Teacher praise/points
Comprehension	Ask 5 questions	SBJ Level 2-2	Small Group 7:1	5 min.	1 pt./correct answer Teacher praise
Decoding fluency	Silent reading	Select books	Independent	15 min.	