

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		Materials	Arrangements	Time	Motivational Strategies
Focus or Skill	Teaching 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
Decoding fluency	Silent reading	Selected books	Independent	15 min.	Teacher praise

2. Materials: includes specific materials used

Instructional Procedures		Materials	Arrangements	Time	Motivational Strategies
Focus or Skill	Teaching 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
Decoding fluency	Silent reading	Selected books	Independent	15 min.	Teacher praise

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

Instructional Procedures		Materials	Arrangements	Time	Motivational Strategies
Focus or Skill	Teaching 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
Decoding fluency	Silent reading	Selected books	Independent	15 min.	Teacher praise

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

Instructional Procedures		Materials	Arrangements	Time	Motivational Strategies
Focus or Skill	Teaching 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
Decoding fluency	Silent reading	Selected books	Independent	15 min.	Teacher praise

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

Instructional Procedures		Materials	Arrangements	Time	Motivational Strategies
Focus or Skill	Teaching 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
Decoding fluency	Silent reading	Selected books	Independent	15 min.	Teacher praise