

# SOP Template: Implementation of Instructional Accommodations and Modifications

This SOP details the process for the **implementation of instructional accommodations and modifications** to support diverse learning needs. It includes identifying student needs through assessments, collaborating with educators and specialists, developing individualized accommodation plans, integrating modifications into lesson plans, monitoring student progress, and ensuring compliance with legal and educational standards. The goal is to create an inclusive learning environment that promotes equitable access to education and maximizes student success.

## 1. Purpose

To outline standardized procedures for implementing instructional accommodations and modifications that enable all students to access and succeed in the general curriculum.

## 2. Scope

This SOP applies to all teaching staff, administrators, and support personnel involved in supporting the learning needs of students requiring accommodations or modifications within the school or district.

## 3. Definitions

- **Accommodation:** Changes in how a student accesses information and demonstrates learning without altering the content or expectation.
- **Modification:** Changes to what a student is expected to learn or demonstrate, altering curriculum expectations.

## 4. Responsibilities

- **Teachers:** Identify student needs, implement accommodations/modifications, monitor progress, and collaborate with team members.
- **Specialists (e.g., Special Education, ELL):** Provide expertise, assist with planning, and support implementation.
- **Administrators:** Ensure compliance with legal standards and provide necessary resources and training.

## 5. Procedure

### 1. Identification of Student Needs

- Review student records, previous assessments, and observations.
- Conduct formal/informal assessments to identify learning needs.
- Document identified needs and recommendations.

### 2. Collaboration and Planning

- Convene team meetings including teachers, specialists, administrators, and parents/guardians as appropriate.
- Discuss and select accommodations and/or modifications tailored to student needs.

### 3. Development of Individualized Accommodation/Modification Plans

- Document agreed-upon supports, strategies, and responsible parties.
- Gain parental consent and ensure student awareness as appropriate.

### 4. Integration into Instruction

- Incorporate accommodations/modifications into lesson plans and classroom routines.
- Provide necessary resources and training for effective implementation.

### 5. Monitoring and Documentation

- Track student progress regularly through assessments and observations.
- Adjust supports as needed; document changes and outcomes.

### 6. Review and Compliance

- Conduct periodic reviews of plans and practices for effectiveness and compliance with legal standards (e.g., IDEA, ADA, Section 504).
- Update processes and training as necessary.

## 6. Documentation

- Maintain records of assessments, accommodation/modification plans, parent communications, and progress notes in accordance with school/district policies and privacy regulations.

## **7. References**

- Individuals with Disabilities Education Act (IDEA)
- Americans with Disabilities Act (ADA)
- Section 504 of the Rehabilitation Act
- District and State Educational Policies

## **8. Review**

This SOP should be reviewed annually or as needed to ensure alignment with current laws, regulations, and best practices.