



WHEN – ACTION PLAN MODEL

Complete this activity after viewing the corresponding section on the CD.

As a staff or instructional team, look at the sample, then consider who will be accountable for your work and complete the chart.

Action	How will actions be measured?	How Often	By Whom/ Person Responsible	Funding Sources Needed
Work with staff to examine student work and identify students not reaching benchmarks	Agendas and minutes from team meetings	Quarterly	Principal	None
Report on student progress to grade level teams	Articulation meeting with principal	Bi-monthly	Grade Level teams Chairs Principal	P.E. teachers for grade level meeting release time \$xx,xxx



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