



## Guidelines to Writing an Action Plan

Action Plan Goals		
Make sure all goals are MEASURABLE, TIME-SENSITIVE, CONSENSUAL, FOCUSED		
Can the goals be measured with supporting documents? (AIMS scores, surveys, truancy records, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can the goals be addressed within the school year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will your goals benefit from family, school, and community engagement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do all members of the team agree on the goals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Action Plan Steps		
Make sure all activities are: LINKED TO LEARNING		
Do your action steps support your strategy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do your action steps link back to what students are learning/working on in the classroom?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do your action steps link back to school wide initiatives (behavioral, academic, etc.)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the action steps support performance objectives?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are your action steps interactive and engaging?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will parents leave the activities with skills/methods/materials to help the child learn at home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the activities clearly show parents how it promotes their child's learning?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
General Questions About Sharing Information with Your School:		
Has the Action Plan been shared with the school community?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have the ATP Members been introduced to the school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>