



## Guidelines to Writing an Action Plan

### Action Plan Goals

**Make sure all goals are MEASURABLE, TIME-SENSITIVE, CONSENSUAL, FOCUSED**

Can the goal be measured with supporting documents? (AIMS scores, surveys, truancy records, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can this goal 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 goal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Action Plan Activities

**Make sure all activities are: LINKED TO LEARNING**

Does your activity support reaching your goal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your activity link back to what students are learning/working on in the classroom?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your activity link back to school wide initiatives (behavioral, academic, etc.)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the activity support performance objectives?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are your activities interactive and engaging?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will parents leave the activity with skills/methods/materials to help the child learn at home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*\*\*\* Example: If Domino's are being played at a Math Night explain to parents what skills are being practiced that will help their child in math class.*

Does the activity clearly show parents how it promotes their child's learning?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### 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"/>

