Action Planning Template

DESCRIPTION OF NEED

GOAL

SUCCESS INDICATORS

DATA

Evidence-based strategies	Current practice	Changes to current practice	Ways to monitor whether planned changes are supporting students

Evidence-based strategies	Current practice	Changes to current practice	Ways to monitor whether planned changes are supporting students

Guide for completing the action plan

Current practice

- What is your district doing in relation to this strategy?
- Who is involved in this process?
- Does your current strategy involve culturally responsive and specific elements?
- What problems have you encountered with your current approach?
- What data do you have on hand that may be used as a baseline or evidence of your current practices?
- How do you monitor your progress and record what works and what does not work?

Changes to current practice

- What activities do you need to implement that are aligned with the evidence-based strategies?
- What resources do you need to implement these strategies?
- Is your staff trained to implement these strategies? If not, how can you better prepare them?
- What limitations or challenges can you anticipate?
- What specific, actionable goal do you have in implementing this practice?

Ways to monitor whether planned changes are supporting students

- What instrument will you use to compare the outcome to the baseline or previous information you had about students?
- How can you involve different stakeholders (families, counselors, psychologists, teachers, students) into data collection to monitor your progress?
- What information you need to gather to check on progress and make adjustments to the plan when needed?