**Student Assistance Program**

**Sample Action Plan**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: Case Number: Written SAP Parent Permission Date Received:

Action Planning Participants:

Action Plan Creation Date: SAP Team Case Manager:

SAP Referral Reason(s):

Strengths: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Priority Concerns:

Parent/Guardian Communication Preferences (ex. call, text, email):

Parent/Guardian Communication Timelines (best day/time/frequency):

Existing Supports/Services:

Past Interventions/Services/Supports:

SAP Team Recommendations

School Supports/Services:

Community Supports/Services:

If liaison screening or assessment was recommended, was parent/guardian permission obtained?

Was SAP screening/assessment completed?

SAP liaison recommendations (if applicable):

Goal(s) - consider original SAP referral reason(s), short-term and long-term services/implementation timeframes, and data-driven decision-making):

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| *Ex. Student will be on time for all classes 4 out of 5 days per week for the next marking period* |
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| **Goal #1:** *Ex. Student will be on time for all classes 4 out of 5 days per week for the next marking period* | | | | | |
| **Action Step** | **Resources** | **Responsibilities (Who?)** | **Timeline** | **SAP Team Follow-up/ Check-in** | **How Measure Progress?** |
| *Ex. Student will connect via Check In/Check Out daily* | *Ex. School staff member assigned* | *Ex. Teacher will set up times and routine with student* | *Ex. Start daily check-ins within 2 weeks (by 6/27)* | *Ex. SAP Case Manager will check in 7/1* | *Ex. Check ins happening daily; decrease in disciplinary referrals* |
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| **Goal #2 (optional):** | | | | | |
| **Action Step** | **Resources** | **Responsibilities (Who?)** | **Timeline** | **SAP Team Follow-up/ Check-in** | **How Measure Progress?** |
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| **Check-In**  **Date** | **Action Step Status** | **Progress Towards Goal (resolution of referral reason)** | **Continue/ Modify/ Discontinue** | **Follow-Up Timeframe** | **Contact for Check-In** |
| *Ex. 9/1/22* | *Ex. Check In/Check Out implemented* | *Ex. Student has decreased disciplinary referrals by 30%; has connected to several teachers* | *Ex. Continue* | *Ex. Follow up in 1 month* | *Ex. Teacher/ Student* |
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Case close date: