**Action Plan Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Persons Present** |  | | | | | |
| **Date of Meeting** |  | | | | | |
|  | | | | | | |
| **Tier I: Core Instruction** | | | | | | |
|  | Current Status | Area to improve | Action and  Target Date  (when done) | Person Responsible | Action and  Target Date  ( when done) | Person Responsible |
| Core curriculum and critical components |  |  |  |  |  |  |
| Effective instruction |  |  |  |  |  |  |
| Professional development |  |  |  |  |  |  |
| Grouping |  |  |  |  |  |  |
| Benchmark testing/progress monitoring |  |  |  |  |  |  |
| Protected reading instruction time |  |  |  |  |  |  |
| Monitoring implementation |  |  |  |  |  |  |
|  | | | | | | |
| **Tier II: Intervention** | | | | | | |
|  | **Current Status** | **Area to improve** | **Action and**  **Target Date**  **(when done)** | **Person Responsible** | **Action and**  **Target Date**  **( when done)** | **Person Responsible** |
| Identification of student |  |  |  |  |  |  |
| Interventionists and training |  |  |  |  |  |  |
| Progress monitoring |  |  |  |  |  |  |
| 1. Intervention program and strategies |  |  |  |  |  |  |
| 1. Scheduling |  |  |  |  |  |  |
|  | | | | | | |
| **Tier III: Intensive Intervention** | | | | | | |
|  | **Current Status** | **Area to improve** | **Action and**  **Target Date**  **(when done)** | **Person Responsible** | **Action and**  **Target Date**  **( when done)** | **Person Responsible** |
| 1. Identification of students |  |  |  |  |  |  |
| 1. Progress monitoring |  |  |  |  |  |  |
| 1. Intervention program and strategies |  |  |  |  |  |  |
| 1. Scheduling |  |  |  |  |  |  |
| 1. Interventionists and training |  |  |  |  |  |  |