

## Sample Completed Universal Tier Planning Template

**School:** High School

**Leaders:** Principal, Social Worker, Teacher, Family Representative

**Date:** 8/15/09

<b>Date and Attach Applicable Information: Survey/Needs Assessment: 5/09 Tiered Checklist: 5/09 FAQs: 8/09</b>				
<b>Challenges/Solutions:</b> NA				
<b>Goal(s) to partner with families and/or community resources at the Universal Tier:</b> Every teacher will have two-way communication with 95% of their families by 12/09.				
Describe Each Task/ Activity/Action Step	Responsibilities "Who Will Do It?"	Resources Funding, Time, People, Materials	Timeline By When- Day/Month	Data Tool Measure to Be Used
1.	Every teacher will contact each family by email, phone, or postcard within the first month of school; responses will be requested.	Every teacher and family; department chair support	10/1/09	Teacher & chair report; family response #s
2.	Every teacher will assign each student to review homework and class rule expectations with his/her family; families will comment by phone, message note, or email.	Each teacher, student and family; department chair support	10/1/09	Student and family response percentages
3.	Every teacher will assign one interactive homework assignment, with family comments required.	Each teacher, student, and family; department chair support	12/1/09	Student, and family response percentages
<b>Evidence of Success: Are we implementing the plan? Are we reaching our goal? Has family and/or community partnering improved? Share data?</b> Review data in Professional Learning Communities in January, 2010; report findings and discussion to leaders.				
<b>Next Steps: Revise goals and activities according to effectiveness data. Do we have sufficient and accurate data? Do we have the needed partners involved in planning and implementation?</b> After data review and discussion reports, analyze effectiveness and survey families, students.				

*Adapted from Jennings, D. (2008). Rtl implementation planning tool. Retrieved April 8, 2009, from [http://www.tacomunities.org/document/list/p/folder\\_5071%252Ffolder\\_5073%252Ffolder\\_5162](http://www.tacomunities.org/document/list/p/folder_5071%252Ffolder_5073%252Ffolder_5162)*

## Sample Completed Targeted/Intensive Tiers Planning Template

**School:** Middle School

**Leaders:** Assistant Principal, Counselor, Family Representative

**Date:** 8/15/09

**Date and Attach Applicable Information: Survey/Needs Assessment: 5/09 Tiered Checklist: 8/09 FAQs: NA Challenges/Solutions: 8/09**
**Goal(s) to partner with families and/or community resources at the Targeted/Intensive Tiers:**

Family members will participate in student problem-solving meetings 100% of the time for the 2009-2010 school year. This could be by actual attendance, speakerphone, or by counselor sharing family information, ideas at meeting and communicating afterwards.

Describe Each Task/ Activity/Action Step		Responsibilities "Who Will Do It?"	Resources Funding, Time, People, Materials	Timeline By When- Day/Month	Data Tool Measure to Be Used
1.	Teachers will work with families to intervene when academic or behavior concerns are first observed.	Teachers and assistant principals, deans	Time to partner with families; Class coverage and/or flexible hours	2009-2010	Number of family contacts by teachers
2.	Families will participate as full members on problem-solving teams; families will receive written information and offered opportunity to discuss process.	Counselors	Time to personally contact each family member; Shift from lunch duty	2009-2010	Number of families and students participating who are invited, receive written information
3.	90% of families will report positive problem-solving team participation through feedback data, completed after process involvement.	Counselors, teachers, and problem-solving team members	Copies of <i>Planning Team Feedback</i> forms; Clerical support to follow-up if needed and to compile data	2009-2010	Family responses on <i>Planning Team Feedback</i>

**Evidence of Success: Are we implementing the plan? Are we reaching our goal? Has family and/or community partnering improved? Share data?**

Monthly data review by leadership team; adjust and support staff accordingly; record and attach data

**Next Steps: Revise goals and activities according to effectiveness data. Do we have sufficient and accurate data? Do we have the needed partners involved in planning and implementation?** We need to continue to implement and collect data to be used in improving process for next year.

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