

Figure 2. Action Plan.

STUDENT:		SCHOOL:	TEACHER:
DATE:		SCHOOL YEAR:	
AREAS OF FOCUS:	TO DO:	BY WHOM:	BY WHEN:
Team Collaboration	Weekly meeting with kindergarten teacher(s) to choose vocabulary for Units	SLP & Kindergarten teacher (KT)	11/02/2013
Lesson Planning	Take Unit vocabulary and plan activities for each unit using classroom materials	SLP and kindergarten teacher	11/15/2013
Data Collection	Devise the data collection sheet to be utilized during the lesson units. Establish who will take data for each date of unit cycle	SLP and KT	11/15/2013
School - Home Communication	Notes to parents will be sent weekly, on Fridays. Parents will receive a note about comm. Notebooks	SLP and KT alternate wks	Calendar dates by 11/15
Physical Arrangements	Divide the KT1 classroom into two segments for small group work. Groups will alternate weekly	SLP and KT	Set up by first lesson on 11/15
Administrative Review Meetings			

Note: Modified from Maryland Department of Special Education Division Early Intervention Services (2003)