**MTSS Action Plan Template (Sept 2020 R-TFI)**

**Instructions**

* Each building leadership team is to **develop and maintain** an action plan using the **template provided**. Feel free to add pages and rows if your team’s plan includes more goals than the template allows.
* Teams will **review and update their action plans monthly** during building leadership team meetings.
* Teams should select **one member to oversee the plan**. This person will be responsible for typing the initial plan, adding monthly updates, and **submitting the plan to state MTSS leadership** upon request.

**Sample Entry**

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| **Action:** Select and use a common district-wide screening assessment. | | | |
| **Step(s)**   * Assemble review team. * Create list of screener options. * Team selects screener. * Staff training on screener. | **Person(s) Responsible**   * Mrs. Smith * Review Team * Review Team * Mrs. Smith | **Follow Up/ Completion Date(s)**   * Feb 1, 2023 * Feb 15, 2023 * Mar 15, 2023 * June 2023 | **Status**   * 02/01 – Review team selected (Mr. Jones, Mr. Leslie, Miss Riddle, Mrs. Lopez); will meet Feb 4th. |

**Building Leadership Team Information**

**Monthly Meeting Information**

**Date/day of the week:**

**Start/end times:**

**Location:**

**Team Member Information**

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| **Name** | **Role** | **Email Address** |
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**Identify a student achievement SMART goal (strategic and specific, measurable, attainable, results oriented, and time bound).**

**Team’s Overall Annual SMART Goal:**  \_\_\_\_\_\_\_\_\_\_\_

**Teams**

**(R-TFI Items 1.1-1.5, 2.1-2.2, 3.1-3.4)**

(If the team has more than two actions for this section, duplicate this page)

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| **Action:** | | | |
| **R-TFI Indicator (if applicable):** | | | |
| **Action Step(s) and Products**  What steps or activities will you initiate to achieve your goals? What products will you create? | **Team Members**  Who is responsible for initiating or sustaining the action step or product? | **Follow Up/ Completion Date(s)**  What is a realistic time frame for each step or product? | **Status**  What progress have you made? What evidence do you have to show you are making progress? |
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**Intervention Implementation**

**(R-TFI Items 1.6 – 1.11, 2.3- 2.6, 3.5-3.7)**

(If the team has more than two actions for this section, duplicate this page)

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**Resources**

**(R-TFI Items 1.12 – 1.17, 2.7- 2.8, 3.8)**

(If the team has more than two actions for this section, duplicate this page)

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**Evaluation**

**(R-TFI Items 1.18 – 1.27, 2.9- 2.14, 3.9 - 3.11)**

(If the team has more than two actions for this section, duplicate this page)

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