Action Plans

Action Planning

Reading improvement action plans include determining specific tasks, identifying who will do each task, mapping out a timeline, articulating a plan for progress monitoring, and setting a goal for the future.

This is where all of your assessment data and your knowledge of evidence-based instruction come together. Linking instruction to student needs is one of the most effective actions you can take.

The space between knowing better and doing better is filled with the many realities of school life. Rather than ignoring reality, we recommend embracing and planning for it. The best intervention and action plans include support for doing what you planned, not assuming the plan will be implemented.

The chart below shows the main components to include in your action plan.

Sample Student-Level Action Plan

Tasks	Who	Where	When	Support	Progress Monitoring Plan	Goal	Results
Teach REWARDS Program	Reading interventionist	Conference Room	Daily 2:00–2:45	Principal will purchase program School psychologist will train on the program Teachers will send the students to conference room each day at 2:00	Classroom teacher will monitor weekly with Oral Reading Fluency (ORF)	In 8 weeks, the student will reach 96 percent accuracy and 100 Words Correct Per Minute (WCPM)	In 8 weeks, the student read with 100 percent accuracy and 125 WCPM

Sample Systems-Level Action Plan

Tasks	Who	Where	When	Support	Progress Monitoring Plan	Goal	Results
Implement Universal Screening	Principal	K–6	Spring	Assessment Director will purchase Acadience Learning Online (ALO) and pay for the School Psychologist to become a trainer Curriculum Director will create training calendar	Team leads will track training completion for their grade level	School Psychologist trained by August 1 ALO purchased by August 1 All staff trained by October 1	ALO purchase by July 15 All staff trained by September 15

Sample Student-Level Action Plan

Tasks	Who	Where	When	Support	Progress Monitoring Plan	Goal	Results

Sample Systems-Level Action Plan

Tasks	Who	Where	When	Support	Progress Monitoring Plan	Goal	Results