This Action Plan is designed as a tool to help you develop a plan for the successful adoption of the new IEP Form in your district/organization. Below, we have included sample language around goals and action steps, but teams are encouraged to modify this form, as needed, to build a comprehensive roll-out plan for your setting. This is a tool/plan for your internal planning purposes only, and there is no obligation or expectation to share this plan with DESE.

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| **Goal**What do we want to accomplish? | **Action Steps & Guiding Questions**What activities need to happen? What do you need to consider when planning activities?  | **Timeline** | **Who’s****Responsible** | **Technical Assistance & Support** | **Additional Recommendations and Resources** |
| 1. Determine District-Level Training and Implementation Team
 | * Determine roles and responsibilities of the district-level implementation team.
* Who will make up the district implementation team?
* How regularly will this team meet?
* How will school-level staff reach out to this team for support?
* How will this team stay informed about updates from DESE on the new IEP Forms?
* Identify and/or develop strategies for improving IEP processes outside of forms
* Articulate connections between this plan and existing strategic plans.
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| 1. Develop a Communication Plan
 | How will the district communicate the need-to-know information and best practices with the entire community and systems beyond special education, including (but not limited to):* Superintendents
* General Education
* English Learner Supports
* Students and Families
* School Committee
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| 1. Develop a Training Plan for School-Level Teams
 | * Determine training schedule and modality (face-to-face, hybrid, online).
	+ Will the district go to each school to conduct this training?
	+ Will multiple trainings occur prior to the start of the school year?
	+ Will school teams be invited to a central location?
* Determine training groups based on roles (school-level leadership, special education teachers, related service providers, etc.)
* Identify and/or develop strategies for improving IEP processes outside of forms.
* Articulate connections between this plan and existing strategic plans.
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| 1. Customize Training Materials
 | * Prepare for session(s).
	+ Customize and adapt training slides and/or handouts.
	+ If training is online, how will you share handouts or other resources with schools?
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| 1. Train Existing and New Staff on New IEP Forms and Development
 | * + Complete trainings with school-level staff.
 |  |  |  | * *Progress Center’s IEP Tip Sheet Series*
* *IRIS Center Module on High-Quality IEPs*
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| 1. Develop Roll-out Plan
 | * Develop a plan based on when school-level teams will begin using New IEP Forms.
	+ Annual Review? Re-Evaluation? Or whichever comes first?
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| 1. Monitor Progress of School-level Team Experiences
 | * Develop protocol for school-level teams to provide feedback to the district regarding adoption of new IEP forms.
	+ Will the district host virtual office hours and online discussion forums to gather feedback from school-level personnel?
	+ Will the district provide teams with a survey link? If so, will teams give feedback as issues arise? Will there be dedicated times when teams will provide feedback (positives, areas of improvement)?
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