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. |  |  |  |  |
| 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 |  |  |  |  |
| 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. |  |  |  |  |
| 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? |  |  |  |  |
| 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* |
| 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? |  |  |  |  |
| 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)? |  |  |  |  |