**1.7 Developing the District/School Service Delivery Plan**

Topic: D*evelop an Action Plan to Deliver Academic and Career Planning Services to ALL Students*

**Prerequisite:** Lesson 1.5 – Gap Analysis

**Audience:** ACP Teams

**Activity Goal**

ACP Prep and Planning

Review district/school gap analysis results (lesson 1.5) and develop an action plan to implement ACP.

**Background Knowledge for the Presenter:**

* Participants should have completed Lesson 1.5 – Gap Analysis. Participants should have copies of the work they completed in Lesson 1.5.
* Participants will fill in the blanks with the specific component(s) they want to address for the district/school.
* Presenter should become familiar with Administrative Rule PI 26: <http://docs.legis.wisconsin.gov/code/admin_code/pi/26>

**Materials Needed**

• Previously completed handouts from Lesson 1.5 - Gaps our District Needs to Address: *Know* (1.5A), *Explore* (1.5B), *Plan* (1.5C), *Go* (1.5D)

• Handout - Link Table of ACP Components, <http://dpi.wi.gov/sites/default/files/imce/acp/pdf/tableofacpcomponents.pdf>

• Handout - How our District Plans to Address *Know* (1.7A), *Explore* (1.7B), *Plan* (1.7C), *Go* (1.7D)

**Time Needed:** 30-45 minutes

**Procedures**

1. Ask participants to review the Table of ACP Components handout
2. Instruct participants, either in small groups or the large group, to review the handouts they completed from their Lesson 1.5 - Gaps our District Needs to Address *Know* (1.5A), *Explore* (1.5B), *Plan* (1.5C), *Go* (1.5D). Discuss how, as an example, participants can develop, based on grade, activities that meet ACP requirements.
3. Instruct participants, either in small groups or the large group, to complete handout 1.7A, 1.7B, 1.7C and 1.7D.
4. Discuss with participants that their completed work from Lessons 1.5, 1.6, and 1.7 will be their full preliminary ACP strategy.

***KNOW*** Action Plan

Handout 1.7A

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| Enter *Know* component(s) to be addressed. | List **how** the school/district will address improving the delivery of this component or adding this component to their Academic and Career Planning services. | **Who** will be responsible? | **When** will it be completed? | Done? |
| Example: Writing Personal Reflections | Example: Students will receive instruction in writing personal reflections in LA6. They will write reflections throughout the school year for inclusion in their portfolios. Expectations for personal reflection will be reviewed every year and increased as the students develop in their use of written communication skills and ability to reflect more deeply. | LA teachers in grades 6-12. Skills will be supported in HR. | Ongoing  Instruction will begin in Fall 2017. | No |
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| *Know* component | **How?** | **Who?** | **When?** | Done? |
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***EXPLORE*** Action Plan

Handout 1.7B

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| Enter *Explore* component(s) to be addressed. | List **how** the school/district will address improving the delivery of this component or adding this component to their Academic and Career Planning services. | **Who** will be responsible? | **When** will it be completed? | Done? |
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| *Explore* component | **How?** | **Who?** | **When?** | Done? |
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***PLAN*** Action Plan

Handout 1.7C

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| Enter *Plan* component(s) to be addressed. | List **how** the school/district will address improving the delivery of this component or adding this component to their Academic and Career Planning services. | **Who** will be responsible? | **When** will it be completed? | Done? |
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| *Plan*  component | **How?** | **Who?** | **When?** | Done? |
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***GO*** Action Plan

Handout 1.7D

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| Enter *Go* component(s) to be addressed. | List **how** the school/district will address improving the delivery of this component or adding this component to their Academic and Career Planning services. | **Who** will be responsible? | **When** will it be completed? | Done? |
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| *Go*  component | **How?** | **Who?** | **When?** | Done? |
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