# PRIORITY & ACTION PLANNING

**INSTRUCTIONS:** The District/LEA Team should complete the Action Planning form to prioritize directives in the district/LEA. Evaluate the District Implementation Goals Form (DIG), select items of high “Need for Action,” and record the corresponding next steps into the Action Items below.

<table>
<thead>
<tr>
<th>District/LEA:</th>
<th>Date of Completion:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA Team Members:</td>
<td>UMTSS Representative:</td>
</tr>
</tbody>
</table>

**Prioritized Practice:**

**Critical Component(s):**

**Target Schools:**

<table>
<thead>
<tr>
<th>Specific Activities</th>
<th>Action Items</th>
<th>Who will lead this activity?</th>
<th>Date for Completion</th>
</tr>
</thead>
</table>

**Funding**

- Where will the funding come from for the actions described above?
  - a.
  - b.
  - c.
  - d.

**Coordination & Coaching**

- Coordination, systems coaching, instructional coaching
  - a.
  - b.
  - c.
  - d.

**Building Level Teams**

- Building level consensus, establish and train BLT's, Build School Infrastructure
  - a.
  - b.
  - c.
  - d.

**Implementation**

- Review of school action plans, other implementation measures
  - a.
  - b.
  - c.
  - d.

**Outcomes**

- Screening tools, data collection, data systems
  - a.
  - b.
  - c.
  - d.

**Visibility & Political Support**

- Reports vision to superintendent & school board, shared vision with all schools
  - a.
  - b.
  - c.
  - d.

**Professional Development and Training Actions**

- PD Calendar, budget, policies for training new staff, assessment of PD
  - a.
  - b.
  - c.
  - d.