Suggested Roles and Responsibilities for Academic Progress and Support (APAS) Plan

The table below shows who will be ultimately responsible for verifying data and records; however, more than one person may assist in the data entry and collection. Schools should discuss the roles and responsibilities and assign them relative to their unique location, but deem one person ultimately responsible for the data in each section. (Example: ELL teacher ultimately will be responsible for the ELL plans.)

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities as applicable</th>
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| Secondary Literacy Teacher  | ILP & Reading Goals in Cover sheet  
Parent Contact for Literacy                                                                 |
| Elementary Classroom Teacher| ILP, Reading Goals in Cover Sheet  
Parent Contact for Elementary Students                                                            |
| ELL Teacher                 | ELL Plan/ELL Monitoring & Writing/Language Usage Goal, Speaking Goal and Listening Goal in cover sheet  
Parent contact for ELL plans                                                                     |
| RtI Liaison                 | RtI Plan and Corresponding goal from cover sheet  
Parent contact for RtI                                                                            |
| 504 Plan Coordinator        | 504 Plan and Cover page if 504 is the only plan  
Parent contact for 504 plans                                                                       |
| GT Teacher/Liaison          | Cover sheet goals; ALP section; Parent contact                                                  |
| TCAP School Assessment      | Assessment Accommodation section, including verification and parent signature                   |
| Coordinator                 |                                                                                                 |
| Elementary Literacy teachers| Mid-year progress and end of year progress (in goals)  
Confirmation of parent contact completion                                                          |

* Please document any content you enter with your initials and title.  
Example: an ELL teacher would add (KW, ELL) behind content s/he has added. Optional: date.

* If you add something to the plan or alter it in any way, please make sure your name is included in the “Teacher/Advisor Information” section of the cover page.

*Whoever initiates a new APAS plan will be the person responsible for completing the ‘cover page’.  
This includes checking the student portfolio to ensure all background is captured and all previous plans are recorded. Your building might choose to appoint a specific person for the initiation of all APAS plans.

*Please appoint a person at the end of each meeting to upload to APAS any signed documents after obtaining all relevant signatures. For instructions, see here: How to Upload a Document

The APAS will be frozen twice a year:
- October 22, 2013 (NOTE: Elementary Literacy plans are due Oct 7, 2013)
- May 23, 2014