

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.)

Role	Responsibilities as applicable
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 Coordinator	Assessment Accommodation section, including verification and parent signature
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