

MIDDLE SCHOOL GOAL:

Complete school year promoted with 90% attendance

(by providing educational advocacy, monitoring performance, and connecting students to tutoring and supports, as needed)

The Middle School Specialist should complete this worksheet for all middle school students each year.

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Monitor attendance (monthly, or as frequently as it's provided)	<input type="radio"/> YES <input type="radio"/> NO		**Attendance Rate(s):
<input type="radio"/> Monitor grade promotion status (in March for DOE schools) (If it is in doubt)	<input type="radio"/> YES <input type="radio"/> NO		Grade Promotion Status:
<input type="radio"/> Monitor grade promotion status in June	<input type="radio"/> YES <input type="radio"/> NO		Grade Promotion Status:
<input type="radio"/> Monitor grades (at least twice a year; as frequently as provided)	<input type="radio"/> YES <input type="radio"/> NO		**Grades:
<input type="radio"/> Monitor NYS exam scores when they become available in September or October	<input type="radio"/> YES <input type="radio"/> NO		**Exam Scores:

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Refer student to a tutor, as most students can benefit from tutoring	<input type="radio"/> YES <input type="radio"/> NO		Tutor Name:
<input type="radio"/> Contact tutor regarding student Progress/performance on at least a monthly basis (required if being tutored)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Speak to/meet with the student's school/guidance counselor to discuss performance, Progress, and any needs	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Speak to/meet with the student's case planning team to discuss performance, Progress, and any needs	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Speak to/meet with the student's parent/foster parent to discuss performance, Progress, and any needs	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Improve student's attendance by coordinating with school, parents, and/or Case Planner and putting any needed plan or supports in place	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Coordinate with Case Planner and family to develop a plan to assist the student in being promoted to the next grade, if promotion is in doubt	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Connect student to afterschool supports, if needed	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Help ensure student enrolls in summer school (required if student will not be promoted without summer school)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Monitor summer school completion and performance	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Work with school and young person to reduce suspensions	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Request that the school submit an evaluation for an IEP or 504 Plan (requires parent's consent)	<input type="radio"/> YES <input type="radio"/> NO		Result:
<input type="radio"/> Conduct advocacy with DOE/school to help student obtain particular service or accommodation	<input type="radio"/> YES <input type="radio"/> NO		Service Obtained:
<input type="radio"/> Help ensure school stability when student enters foster care and if student transfers homes	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Assist with school transfer, if that is the best/only option	<input type="radio"/> YES <input type="radio"/> NO		Name of School:
<input type="radio"/> Other:	<input type="radio"/> YES <input type="radio"/> NO		

***Once school year is over, fill out the below section and select this goal again until student graduates 8th grade.**

**Use reverse to track Attendance Rates, Grades, NYS Exam Scores, Grade Promotion Status and add additional notes.

GOAL TRACKING		
START DATE: _____	GOAL STATUS	NOTES:
STUDENT NAME: _____	<input type="checkbox"/> COMPLETED Final Promotion Status: _____ Final Attendance: _____	
SPECIALIST: _____	<input type="checkbox"/> NOT COMPLETED Final Promotion Status: _____ Final Attendance: _____	

