

MIDDLE SCHOOL GOAL:

Complete School Year with Promotion to Next Grade Level

The Coach should select this goal for ALL middle school students each year.

For additional guidance, refer to [Fair Futures Manual Section 5: Coaching Middle School Students](#).

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Monitor Attendance ***	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Monitor NYS exam scores <i>(Add exam scores from previous school year when they become available in September or October)</i>	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Monitor grade promotion status if it is in doubt	<input type="radio"/> YES <input type="radio"/> NO		Grade Promotion Status:
<input type="radio"/> Monitor grade promotion status at end of school year	<input type="radio"/> YES <input type="radio"/> NO		Grade Promotion Status:
<input type="radio"/> Monitor grades <i>(at least twice a year; as frequently as provided)</i>	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Visit the school at least once per semester	<input type="radio"/> YES <input type="radio"/> NO		

***Track Attendance Rate, NYS Exam Scores, Grades, and add additional notes in space provided on Page 2 of worksheet.

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Refer student to quality tutoring, if needed	<input type="radio"/> YES <input type="radio"/> NO		Date Tutoring Referral Submitted: Tutor Name:
<input type="radio"/> Contact tutor regarding student Progress/performance on at least a monthly basis <i>(required if being tutored)</i>	<input type="radio"/> YES <input type="radio"/> NO		Enter tutoring sessions in CONTACTS section.
<input type="radio"/> Assist with busing/transportation	<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 birth parent/foster parent to discuss performance, progress, and any needs	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Coordinate with school, parents, and/or Case Planner to put plan or supports in place to improve student's attendance <i>(if needed)</i>	<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 <i>(if promotion is in doubt)</i>	<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 <i>(required if student will not be promoted without summer school)</i>	<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 a special education evaluation** <i>(requires parent's consent)</i>	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Request 504 accommodations** <i>(requires parent's consent; if student is 18 or older, the student can request 504 accommodations)</i>	<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		

** See [Appendix F3: Special Education Consent Chart](#) and [Appendix F20: Section 504 Guide](#) for guidance.

INSTRUCTIONS FOR SELECTING THE NEXT GOAL:

If the student will be in Grade 6, 7, or 8 during the upcoming school year, select this goal again ("Complete School Year with Promotion to Next Grade Level ").
Continue selecting this goal until the student graduates 8th grade.

GOAL TRACKING

START DATE: _____

STUDENT NAME: _____

COACH: _____

GOAL STATUS

☐ COMPLETED

Final Promotion Status: _____ Final Attendance: _____

☐ NOT COMPLETED

Final Promotion Status: _____ Final Attendance: _____

NOTES:

MIDDLE SCHOOL: _____
YOUTH START DATE: _____

GRADE LEVEL: _____
SCHOOL YEAR: _____

Enter the monthly attendance rate using a scale of 1 to 100 with up to 2 decimal places. Do not include the % sign. (For example, attendance of 90.75% should be entered as 90.75)

ATTENDANCE RATE	DATE	NOTES

SUBJECT/CLASS	GRADE(S)	DATE	GRADE(S)	DATE	NOTES

NEW YORK STATE EXAM SCORES (1-4)	DATE	NOTES
MATH:		
ELA:		

SCHOOL VISIT DATES & NOTES

ADDITIONAL NOTES