

CONTINUAL LEARNING PLAN GUIDELINES

Please be aware that the following information is required by the Department of Children, Families and Learning on all Continual Learning Plans. It is extremely important that your staff is aware of the required information to effectively manage these CLPs.

Heading: School, Student Name, Grade, At-risk category - see attached *At-Risk Qualifying Categories*.

Assessment Scores: This is a state CFL requirement, and must be included on all learning plans.

Codes: In order to qualify for targeted services, a student must have at least one academic or one personal/social development concern - see attached *Guidelines for Completion of Targeted Services Continual Learning Plans*. Please use the rubric scale (1, 2, 3, 4) when referring a student to targeted services to avoid confusion; however, a code of “N” (No need beyond regular curriculum) or “R” (Remediate) may be utilized.

Need for Special Focus/Area of Concern: This is required for all targeted services students, and must be addressed in at least one academic or one personal/social area of concern - see attached *Guidelines for Completion of Targeted Services Continual Learning Plans*. Please be specific!

Plan of Action/Regular School Day Intervention: This indicates to CFL what is being done *during the school day* to assist the student. CFL wants to know what we are doing above and beyond the normal school activities if they are giving us additional funds to run extended day/year programs. See attached *Possible Interventions*.

Time line: CLPs are maintained for **one year**, and should be retained for 3 full years. Depending upon the duration of your program, evaluations should be done periodically. (It is suggested that students be evaluated three times for a full year program.)

Progress notes: Should be addressed when an evaluation is being done. A rubric indicator may be used along with the date, or notes may be added.

Targeted Services Only: The box on page two with the heading “Use this box for Targeted Services Students only” is for your *extended day/year* programs. The program teacher should initial and check the interventions/activities being utilized in the program. See attached *Possible Interventions*.

Review/Evaluations: CFL **requires** parental signatures on all CLPs and student signatures for grades 5 and up. Every few months over the calendar year, evaluations/reviews should be completed. (Conference time seems to work well.)

A **copy** of the CLP must be sent with **signatures** to the ALC Wilson building **within 30 days of the start of your program**, along with a **class roster**.

If you have questions or concerns regarding the CLP, please contact either Mark Lindquist or Kathy Randall at 251-4963.