

# STUDENT MEETING

## Developing an Action Plan

*Student We're Meeting About:* \_\_\_\_\_ *Date/Time:* \_\_\_\_\_

Dear Elective or PE Teacher,

We understand \_\_\_\_\_ is in your class. We plan to meet with him/her to see if we can come up with an Action Plan. We would like to know which of the topics listed below are of most concern to you. Please check the areas that are concerns, add any additional topics, and share your comments or suggestions. Return this letter to our team by \_\_\_\_\_, so we can include your concerns in the Action Plan that is developed. You are welcome to attend the meeting if your schedule allows. If not, we can cover your class while you share your part.

Thanks for your input as we strive to do what is best for our students.

Sincerely,

\_\_\_\_\_ Team

### Areas of Concern:

- \_\_\_\_\_ 1. Getting to class on time
- \_\_\_\_\_ 2. Preparation for class
- \_\_\_\_\_ 3. Participation in class
- \_\_\_\_\_ 4. Respect for others
- \_\_\_\_\_ 5. Following class rules
- \_\_\_\_\_ 6. Completing in-class assignments
- \_\_\_\_\_ 7. Completing outside-of-class homework
- \_\_\_\_\_ 8. Other: \_\_\_\_\_
- \_\_\_\_\_ 9. Other: \_\_\_\_\_



### Comments/Suggestions:

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- \_\_\_\_\_ Yes, I plan on attending the meeting and do not need coverage.
- \_\_\_\_\_ Yes, please cover my class for 10 minutes so I can attend part of the meeting.
- \_\_\_\_\_ No, I cannot attend the meeting, but I would like a copy of the Action Plan.