

Appendix 5

SAMPLE ACTION PLAN

Action Steps What will be done? Include activities necessary to work toward an identified goal, career pathway, occupation, or further education.	Responsibilities Who will do it?	Timeline By When? Day/Month	Barriers to Participation Identify issues that could prevent regular class attendance or interfere with a participant's educational progress.	Resources Local Community and support service providers; Available Employment through Future Ready Iowa; Postsecondary Training Opportunities; or Resources Needed	Progress/Notes
Step 1					
Step 2					
Step 3					
Step 4					
Step 5					
Step 6					

Student _____ Date _____

Staff _____ Date _____