

GARFIELD HIGH SCHOOL – Academic Study Plan

To improve the academic progress of the student, a plan will be created between the student and teacher. The plan will describe a series of steps and actions that both will take to ensure the student is successful in class. If the plan is not successful, the teacher will follow the Garfield Steps to Grade Interventions. (Teachers: Please attach a *current* grade report with each steps taken)

Step 1: Teacher – Student Conference

Student's Name:	Grade:	Date:
Course Name:	Teacher Name:	
Summary of Academic Concern:		

Agreements	
Student Agrees To:	Teacher Agrees To:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Completed by date:	Completed by date:
Student signature:	Teacher signature:
Actions/Results:	

Step 2: Parent/Guardian Contact

Parent/Guardian Name:	Relationship to student:
Contact Method: Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/>	Contact information:
Summary of Conversation:	

Step 3: Counselor Referral

Date of Counselor Contact:	Counselor Name:
Result of Referral:	
Did a parent, teacher, counselor (and possibly student) meeting occur? Yes <input type="checkbox"/> No <input type="checkbox"/>	
List of those present at the meeting:	
Summary of Meeting:	

Step 4: Student Intervention Team (SIT) Referral

Date of SIT Referral:
Result of SIT Referral: