

Academic Improvement Plan (AIP) Timeline 2013-2014

August 14 – September 30 (Parent Conference day on September 20 is a good day to meet with parents)	Write AIP Conference with parents
By October 31	AIPs are entered into Synergy by Administrative Designee
By December 21	Conference with parent(s) regarding progress from progress monitoring (Phone or face-to-face) Update AIP as needed
If student is not making progress after two cycles of AIP interventions in Tier I	Complete and submit a SAT referral
By March 7 (Parent Conference day is February 14)	Conference with parent(s) regarding student's progress
April 14 – May 9 PRC scheduled in the office*	Conference with parent(s), teacher, counselor and administrator regarding progress. PRC conferences
By May 16	Close out all AIPs
By May 31	All AIPs are closed out in Synergy by admin. Designee & filed in cum folders (yellow folder)

Who should be on an Academic Improvement Plan (AIP)?

- All students who were retained must have a Promotion/Retention Contract (PRC) in CUM
- All students who were recommended for retention but parents signed a refusal of retention must have a PRC
- All students not proficient on NMSBA in one or more content standards
- Any student not functioning at grade level and meets one or more of the criteria below:
 - Student is in a reader that is not on grade level based on the DRA
 - Is at-risk in reading or math on Discovery scores
- If a student is border line, **write an AIP**. It is easier to dismiss them later than to add a student toward the end of the year.

Who should go to the Student Assistance Team?

- Students that were retained and not making gains should be monitored and taken to SAT for review/recommendations.
- Students are not making progress after 9-18 weeks of intervention and progress monitoring
- Students that you are considering for retention (SAT may recommend additional time vs. testing)

*Remember parents may refuse retention the first year. If a refusal was signed in the previous year, the student will automatically be retained if he/she is not at grade level. You must create a new PRC. If the student is borderline, consult the principal/assistant principal. With approval, these students may wait for final review until early May.

ALL STUDENTS ON AIP MUST COMPLETE THE AIP EACH YEAR. IF SKILLS ARE NOT MASTERED OR A STUDENT IS FUNCTIONING SIX MONTHS OR MORE BELOW GRADE LEVEL, THE STUDENT MUST ALSO HAVE A PROMOTION/RETENTION CONTRACT BEFORE THE END OF THE SCHOOL YEAR. A NEW AIP WILL BE WRITTEN AT THE START OF THE NEXT YEAR.