

***Essential Tasks and Timeline for Implementing a High Quality School Completion Project***

Task	Person(s) Responsible	Timeline
Identify team members for the school.		
Participate in overview training.		
Participate in data training.		
Collect and analyze data.		
Participate in overview of effective practices that increase student engagement and school completion.		
Examine causes and prioritize needs based on school & system data.		
Select intervention framework that best matches prioritized need.		
Develop a reasonable plan of action.		
Provide training for appropriate school staff on the selected intervention.		
Develop a timetable for coaching and feedback to ensure fidelity of implementation.		
Establish checkpoints to evaluate implementation of intervention.		
Communicate results of implementation.		