



Tracking Template for Discipline Toolkit Teams

**Michigan Department of Education Office of Special Education
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This form is intended for use throughout the toolkit process. The special education director and the toolkit team are responsible for the completion and active maintenance of this document. The sharing and storage of all toolkit forms and documents is the decision/responsibility of the special education director.

Collaboration Meeting

Document the collaboration meeting held with district leadership.

Date:

Time:

Core Team Member Contact Information

Core Team member suggested roles include: ISD technical assistance provider, special education director, superintendent, program leadership, data expert, building #1 leadership, and building #2 leadership.

Core Team Member Name	Role	ISD or District Name	Phone Number	Email

Extended Team Member Contact Information

Extended Team Member Name	Role	ISD or District Name	Phone Number	Email

Schedule of Monthly Toolkit Team Meetings

Month	Date and Time	Location	Purpose
Month 1			
Month 2			
Month 3			
Month 4			
Month 5			
Month 6			
Month 7			
Month 8			
Month 9			
Month 10			
Month 11			
Month 12			

Informing Stakeholders

Describe the communication plan for disseminating information to staff, students, and parents, following monthly meetings. Use the following questions to help guide the plan. Keep in mind communications may need to be separated for different audiences.

1. Who is the specific audience?
2. What is the main message being communicated to this audience?
3. What is the most effective delivery format for this message?
4. Who is responsible for delivering this message?
5. What data are needed to support this message?
6. What is the value of this message to this audience? (If there is no value, consider revising the message or not having a message.)

Notes/Additional Information

Include any relevant notes or additional information.