

_____ Probationary Corrective Action Plan

School Name:	School Contact:
Corrective Action Status: <i>check one</i> <input type="checkbox"/> Corrective Action Year 1 <input type="checkbox"/> Corrective Action Year 2 <input type="checkbox"/> Corrective Action Year 3 <input type="checkbox"/> Corrective Action Year 4	Position: Chief Administrative Officer <hr/> Email: _____ @ _____

Purpose of the Corrective Action Plan

A school identified for probationary corrective action must develop a corrective action plan (CAP) no later than _____. Failure to complete the CAP in a timely manner may result in further disciplinary action. The school must consult with parents, school staff, management company, if applicable, and any other relevant individuals in the development of the CAP. The purpose of the CAP is to provide the _____ (_____) with reasonable assurances that the school can and will take the actions necessary to remedy the conditions that warrant a probationary status finding. The CAP must specify exact steps for implementation.

Directions

In each table, describe how your school will address each of the CAP requirements and complete all blank or partially complete sections. The CAP must be submitted to the _____ for review and approval. The CAP must be implemented as soon as the probation notice is issued. The probationary status will not extend beyond the end of the _____ school year if all issues are addressed appropriately. The CAP components will be monitored by the Sponsor on a monthly basis.

Finding	Corrective Action	Method of Implementation	Person Responsible for Implementation	Completion Date

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		Renew contracts and job descriptions for school year Org chart was presented to and reviewed with the entire _____ staff on _____	CAO with admin staff	_____
		Meet to review said policies and procedures	Admin and enrolment/reporting staff	_____

Please submit the complete CAP to the _____ for approval no later than _____, 20___. The CAP must be implemented as soon as the probation notice is issued. If the school fails to develop or implement the plan or fails to make satisfactory progress on the action items, then the school may be subject to further disciplinary action.

School Leader Signature

Date

Governing Authority President Signature

Date