**Collaboration Plan: Five-Step Process**

**Directions:** The Five-Step Process is a simple model to use during collaborative planning. It allows the group to identify, implement, and evaluate the success of a strategy.

Using the Five-Step Process, describe how you will collaborate with others to teach material in a way that meets your student’s instructional needs. Consider the following steps:

* **Step 1)** Think of a student in your class who has an IEP or disability and is struggling in a certain area. Using confidentiality, list the student. For example, Student K.
* **Step 2)** Use the Five-Step Process chart to plan how you will collaborate with your colleagues to meet your student’s instructional needs.
* **Step 3)** Make sure to consider potential barriers and how the student will overcome the barriers.

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Disability and/or specific needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Step 1:** **IDENTIFY** | What is the academic standard, task, and performance requirement for this student? For social skills or strategies and behavior, what is the area of concern and the expected social skill acquisition or behavior modification? |
| **Step 2:** **DISCUSS** | What accommodations or modifications are needed by the student? Identify the available materials and resources. |
| **Step 3:** **DECIDE** | What strategies, accommodations, and/or modifications will be used? Who will be responsible for the implementation of the strategies, accommodations, and/or modifications? |
| **Step 4:** **MONITOR** | How will you monitor the progress of implementation? |
| **Step 5: EVALUATE** | How will you evaluate the success of the implemented strategy? |

*Adapted from* https://tats.ucf.edu/wp-content/uploads/sites/32/2018/10/The-Five-Step-Process-for-Collaborative-Planning.pdf