

**Secondary At Risk Identification and Intervention Timeline  
Grades 6-12  
2021-22 Academic Year**

Action Date	Action Taken	Responsible Party
<b>FIRST SEMESTER</b>		
a. First four (4) weeks of student enrollment	Provide information to parent(s)/guardian(s) about district promotion/retention policy (e.g. Facts for Parents, School Handbook).	Principal
b. No later than the tenth week of enrollment	Formally identify students at-risk based on site determined assessment information and teacher generated objective progress monitoring data based on California Education Code 48070.  Notify parents/guardians of student at-risk status.	Principal/ Assigned Teacher(s)  Principal
c. Within four (4) weeks after 9- or 12- week grading period <b>OR</b> within four (4) weeks of identification for newly enrolled students	Initiate appropriate interventions based on identified need of the student. Document interventions in Illuminate/Hoonuit.  Complete intervention plan. Convene a meeting for parents of at-risk students or send copy of the intervention plan to parent(s)/guardian(s) for signature. (Note: All parents/guardians should be offered the opportunity to request a conference.)	Principal/ Collaboration Team  Principal
d. On-going	Implement student interventions outlined in the <i>Intervention Plan /Secondary Learning Contract</i> .  Assess student and maintain progress-monitoring data.	Principal  Teacher(s)/ Principal
e. End of first semester	Communicate with parents(s)/guardians(s) concerning student progress and document communications.  Notify parent(s)/guardian(s) of student progress through distribution of report cards.  Conduct meetings/conferences with parent(s)/guardian(s) to discuss student learning as evidenced by progress monitoring data.	Teacher(s)/ Principal  Principal  Teacher(s)