

Class Pass Implementation Planning Worksheet

Name of Program:	
Intervention Coordinator:	Member of Tier 2 team who coordinates this intervention
Student Selection	
How will students be selected?	Tier 2 team will review list of students that are either teacher reported or screened in as being escape motivated; task avoiders or highly anxious. This intervention can also be used for students who need breaks to work on emotional regulation.
How many students can be served?	Ideally 1-2 per classroom, with possibly more if teacher is skilled at behavioral management.
How will parents be notified/consent gained?	Parents will be contacted by X via phone/email to invite student to participate and obtain parent consent. X will also provide training on the intervention to parents.
Implementation	
Example goal for Student Success Platform	As part of Class Pass Program X will meet established goal of X% on their Class Pass system 4 out of 5 days. (Note: Initial goal should be established after collecting 3-5 days of baseline data from teacher (goal level can increase from there over time).
When will the intervention occur during the day?	Teacher meets with student at beginning/end of day to provide passes. Student turns in tracking form and unused passes at the end of the day for a reinforcement item.
How long will it last?	Beginning and end of day greeting should take no more than 1 minute. Student feedback should happen frequently, as the student build the social emotional skills needed to regulate behavior on their own.
Who will provide intervention?	Classroom Teacher
Where will it occur?	Classroom
How will implementation fidelity be monitored/tracked?	Coordinator or Tier 2 team member will provide coaching and support to staff new to intervention (moving from daily, twice weekly, weekly) and Teachers will track their fidelity of use of the intervention.
Progress Monitoring	
How will student progress be monitored (PM)?	Class Passes, Class Pass weekly tracking form, office referrals, time on task attendance and time in the classroom.
How frequently will PM occur?	Teacher will review progress towards goal weekly with student. Tier 2 team will monitor overall progress every two weeks.
Who is responsible for PM?	Teacher is responsible for student feedback; Class Pass coordinator for overall Progress Monitoring.

When will the PM data be looked at by the team?	As part of Tier 2 team reviews every two weeks.
What is the average length of time in program?	6-10 weeks.
How will the team determine if a student is ready to be exited?	Meeting goal of 70-80% on Class Pass over 2-3 weeks. Move to self-monitoring for one month to fade supports and check for stability of behavior change.
What will the team do if a student is not making progress?	Adjust goals for student, modify reinforcer plan, check for implementation fidelity
Communication	
What will parent and teacher communication look like?	Teachers will report weekly progress home to parents via note, email or phone call.