

## The Five Step Process for Collaborative Planning

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.

Five Step Process	
Step 1:	Identify the academic standard, task, and performance requirement. For social skills or strategies and behavior, identify the area of concern and the expected social skill acquisition or behavior modification.
Step 2:	Discuss the modifications or accommodations needed by the student. Identify the available materials and resources.
Step 3:	Decide which strategies, modifications, and accommodations will be used. Discuss who will be responsible for the implementation of the strategies, modifications, and accommodations
Step 4:	Monitor the progress of implementation using formative feedback and adapt the strategy, as needed, based on that feedback.
Step 5:	Evaluate the success of the implemented strategy.

*Adapted from the Five Step Process, Minnesota Department of Children, Families, and Learning, Division of Special Education (2002).*

