

TAG Coordinator 2012-2013 Planning Form (Elementary)

Building: _____ Coordinator: _____

Date: _____ Contact info: _____

Approximate number of students currently being served:

	Kinder	1 st	2 nd	3 rd	4 th	5 th	6 th
Intellectually							
Reading							
Math							
Potential							

PEP Resources

- Sample elementary PEP forms
- Previous year PEP forms
- Parent input surveys

PEP Process

Step:	Plan:
Grade-specific draft P.E.P.	
Parent and student input	
Individual student P.E.P. draft revisions	
Sharing draft P.E.P. with parents to build agreement	
P.E.P. copies available to all teachers, TAG Coordinator, principal, and parents.	

Enrichment/Budget Plan

Resources

- Volunteers
- Student Teachers
- Community Partners
- Academic organizations,
e.g. *Mad Science, Portland
Art Museum*

Budget Resources

- Up to \$500 per building (K-8) for student activities
- Up to \$360 per building (K-12) for sub coverage or extended contract related to student activities and/or compliance/logistics.
 - Full day sub= \$180
 - Half day sub= \$90
 - Extended contract =\$36/hour

Activity	Details (when, where, who, etc.)	Budget needs (please submit a TAG Expenditure Request form)

Information Sharing Plan

	Plan	Date
Child Find Notice		
TAG Coordinator Contact information on school website		
Coordinating your role with your principal		
Explanation of your role to teachers		
TAG student list to teachers		
TAG Course Plans (7-12) revised and on school website		
Enrichment Opportunities		
Back to School Night		
Other:		
Other:		

My Essential to do list:

- Child Find Notice
- Principal meeting
- Contact information on website
- Explanation to staff
- Identified Student Lists
- PEP/Secondary Course TAG Plans
- Last year catch up—what was left over at end of last year? Erin has a list.
- File Review—compare TAG list to blue folders, does it match?
- Enrichment/Budget Plan with Expenditure Request form.