



3. Action Plan/Exit Form

<https://tinyurl.com/SEVA-ActionPlan-Exit-Form>

The final meeting with the family will address other issues that the family is facing that was not resolved at the IEP meeting. Our goal is to provide families with the resources and supports they need to advocate on their own without SEVA support.

Use this form to develop an Action Plan to be presented to the family at the exit meeting that they can use as guidance in their advocacy efforts moving forward.

SEVA's will be notified via email that the plan has been approved so you can schedule your exit meeting with the family.

SEVA *

Enter your name below.

SEVA Email Address *

Enter your email address below

SEVA Phone Number *

Enter the best number for SPAN Staff or the family you are working with to reach you.

Parent's First & Last Name *

Enter the information exactly as listed in the SEVA Match email you received.

Parent/Guardian Email Address *

Enter the information exactly as listed in the SEVA Match email you received.

First Name - Student *

Last Name - Student *

Student's Age

Student's Diagnosis & IEP Classification

Ongoing Issues

List here ongoing challenges faced by the family after your work with them. Itemize your list with no more than 3 issues for them to address.

Action Plan

Develop your plan for how the family can address the ongoing issues identified above. Only focus on the three, or less, issues listed.

Answer the following questions to create the plan:

Issue #1 *

Answer these questions below:

- ~ What change does the family seek?
- ~ List 1 -2 resources on this issue that you will share with the family.
- ~ List recommendations on actions the family can take.

Issue #2

Answer these questions below:

- ~ What change does the family seek?
- ~ List 1 -2 resources on this issue that you will share with the family.
- ~ List recommendations on actions the family can take.

Issue #3

Answer these questions below:

- ~ What change does the family seek?
- ~ List 1 -2 resources on this issue that you will share with the family.
- ~ List recommendations on actions the family can take.

Resources

Upload suggested resources here. If the resource is a link, enter the link in the box below.

Drag and drop files here or [browse files](#)

Additional Resources/Comments

Thank you for completing the Action Plan/Exit Form. You will be notified via email that your plan has been approved which allows you to schedule the Exit Meeting with the family. Following the Exit Meeting, you can submit your final stipend request and the match will be considered complete.

Click the box below to keep a copy of this form for your records.

Send me a copy of my responses