Early CHOICES
An Inclusion Initiative of the Illinois State Board of Education

Action Plan: Collaborative Planning Cycle

Use the table below to support your team when thinking through the Collaborative Planning Cycle. Review the Sample Activity Matrix on the following page for ideas of how to embed children's IEP goals throughout the day.

Child's name:	
Team Members:	
Date initiated:	
Date to Revisit Plan:	

Child	Goals/Objectives	Activity/Routine to Embed Goals	Teaching Strategy/Adaptation	Data Collection Method

Notes:

Sample Activity Matrix

Activity Based Matrix – IEP Objectives x Child Grouping						
Children	**Goals/Objectives**	**Small Group**	**Large Group**	**Arrival**	**Free Choice Activities & Play**	**Closing Circle**
Esme **Ronan** **Donovan**	Identify Letters	ABC letter matching book and file folder activities (ask to name letters)	Identify first letter in name using name cards when called to choose center to play in		Reading center: ladybug matching games, ABC file folder games	Identify first letter in name using name cards when called to go home
Elliot **Ricky** **Audrey**	Follow Directions	Follow pictures schedule to complete morning jobs	Follow prompts to participate in song and movements	Follow picture directions to hang up coat and backpack	Follow picture schedule to complete center rotations	Follow directions when asked to sit for circle time
Thea **Kayden** **Will**	Answer yes/no questions	Ask "did you complete your job?" (Y/N)		Answer questions of the day (Y/N)		
Olivia **Emma** **Noah** **Sophia**	Participate in a verbal exchange		Say "hello" at opening circle time	Greet peer with gesture, picture, or words		Say "good-bye" at closing circle time