

IMPORTANT PEP DATES 2012-2013

BEGINNING OF COURSE	FALL 4X4 DUE BY	SPRING 4X4 DUE BY	A/B DAY DUE BY
<ul style="list-style-type: none"> Review all pertinent school records. 	10/12/12	03/28/13	10/12/12
<ul style="list-style-type: none"> Notify the parent of the student's lack of academic progress and that a PEP is being developed. <i>Document action in individual student PEP Folder. Email students with PEP to Mr. Drucker on Spreadsheet.</i> 	10/12/12	03/28/13	10/12/12
<ul style="list-style-type: none"> Draft a written PEP. 	10/29/12	03/28/13	10/29/12
<ul style="list-style-type: none"> Request a conference with parents to discuss the drafted PEP. <i>Document action in individual student PEP Folder.</i> 	10/29/12	03/28/13	10/29/12
<ul style="list-style-type: none"> Begin to implement the PEP. 	11/1/12	04/08/13	11/1/12
<ul style="list-style-type: none"> Review intervention effectiveness every 21 days. Update intervention plan review date accordingly. 	On going	On going	On going
RISK OF FAILURE AND/OR RETENTION NOTIFICATION	FALL 4X4 DUE BY	SPRING 4X4 DUE BY	A/B DAY DUE BY
<ul style="list-style-type: none"> For a student who is at risk of failing the course, the appropriate teacher(s) must notify the student's parent of this possibility. <i>Document action in individual student PEP Folder.</i> 	11/13/12	04/19/13	01/18/13
<ul style="list-style-type: none"> For a student who is at risk of not being promoted, the teacher must make an additional parent contact (telephone call or conference). <i>Document action in individual student PEP Folder.</i> 	12/12/12	05/06/13	03/26/13 Or 03/27/13
END OF COURSE	FALL 4X4 DUE BY	SPRING 4X4 DUE BY	A/B DAY DUE BY
<ul style="list-style-type: none"> Update all sections of student's PEP. 	02/05/13	06/14/13	06/14/13
<ul style="list-style-type: none"> Send updated PEP to parent. <i>Document action in individual student PEP Folder. Email students with PEP lists to Mr. Drucker.</i> 	02/05/13	06/14/13	06/14/13
<ul style="list-style-type: none"> Begin the preparation of a PEP for use in the subsequent subject area course for a student who scored below Level III on a High School Gateway course EOC or Retest or is at risk of not being promoted because of credit deficiencies. 	02/05/13	06/14/13	06/14/13