

Overload Action Plan Worksheet (Example)

Fill in time estimates here

Unscheduled Students or Activities	Direct Services	Indirect Services Supporting Education Program	Indirect Services Supporting LRE and General Ed Curriculum	Compliance and Other Activities	Brainstorm Action Strategies
A.J. Age 15; 6	360 min/mo small group pull-out	40 min/mo classroom observation 60 min/qtr analyze data report progress	40 min/wk test adaptations 40 min/wk consult with classroom teachers	60 min/qtr write reports & IEP 30 min/wk 3rd party bill 15 min/wk e-mail teachers 90 min/yr consult with parents	Service delivery strategy: Shift from pull-out format to complementary teaching format in order to model use of: <ol style="list-style-type: none"> 1. graphic organizers 2. metacognitive strategies 3. vocabulary software 4. behavioral program
3rd party billing paperwork	80 min/mo data collection from pull-out sessions	40 min/mo data collection from inclusive practices	60 min/yr inservice to learn use of new forms	60 min/yr inservice to learn new policies	Administrative Strategies: <ol style="list-style-type: none"> 1. release time from bus duty, hall duty, lunch duty, and recess duty 2. time during early release day Contract Strategy: Negotiate extended day contract for a 3% salary increase