LTW WORK PLAN - SY 2023/24   [INSERT DBN]   [INSERT SCHOOL NAME]

Transfer Schools: Work plans are to be <u>jointly developed by CBO Program Directors and DOE Principals</u>; **YABCs:** Work Plans are to jointly developed by <u>CBO Program Directors and DOE Assistant Principals</u>.

Use the LTW CONTINUUM OF ESSENTIAL PROGRAM ELEMENTS (CEPE) to guide your responses.

See this HOW TO Guide to support with completing this document - directions, tips, and a model are included.

** To submit: Program Directors must Complete this form and link the work plan. This is the only way the LTW team will know that your work plan is completed.

PROGRAM ENROLLMENT, STUDENT SUPPORT SERVICES, AND ENGAGEMENT	DESCRIPTION: What are the systems and structures that your school has in place to successfully deliver these services to students?	GOAL: What is the principal and program director's goal(s) for strengthening this service area in the '23-'24 school year? Include metrics that state current numbers and goals.	COLLABORATION & STAFFING Who are the DOE and CBO staff members that support the work and what will they be doing? Identify both DOE and CBO staff <u>by role</u>; names are not necessary.	TIMELINE: Identify the important milestones you need to meet (by trimester, semester, season, or month) in order to deliver the services and achieve the goals you described in columns C & D.	DATA COLLECTION: What quantitative data are you collecting to monitor progress? Identify both DOE and CBO tracking systems that your team uses.
Student recruitment and enrollment support					
Attendance support services					
Individual counseling and case management services					
Activities contribute to a welcoming, student-centered and family-centered school culture					
COLLEGE & CAREER EXPLORATION AND POSTSECONDARY READINESS	DESCRIPTION: What are the systems and structures that your school has in place to successfully deliver these services to students?	GOAL: What is the principal and program director's goal(s) for strengthening this service area in the '23-'24 school year? Include metrics that state current numbers and goals.	COLLABORATION & STAFFING Who are the DOE and CBO staff members that support the work and what will they be doing? Identify both DOE and CBO staff <u>by role</u>; names are not necessary.	TIMELINE: Identify the important milestones you need to meet (by trimester, semester, season, or month) in order to deliver the services and achieve the goals you described in columns C & D.	DATA COLLECTION: What quantitative data are you collecting to monitor progress? Identify both DOE and CBO tracking systems that your team uses. *DOE requires 1:1 advisement and final postsecondary plans to be documented in STARS*
College & Career Exploration (CCE)					
Individualized Advisement to support a strong postsecondary match and plan (IA)					
WORK-BASED LEARNING	DESCRIPTION: What are the systems and structures that your school has in place to successfully deliver these services to students?	GOAL: What is the principal and program director's goal(s) for strengthening this service area in the '23-'24 school year? Include metrics that state current numbers and goals.	COLLABORATION & STAFFING Who are the DOE and CBO staff members that support the work and what will they be doing? Identify both DOE and CBO staff <u>by role</u>; names are not necessary.	TIMELINE: Identify the important milestones you need to meet (by trimester, semester, season, or month) in order to deliver the services and achieve the goals you described in columns C & D.	DATA COLLECTION: What quantitative data are you collecting to monitor progress? Identify both DOE and CBO tracking systems that your team uses. *DOE requires the student internship log to be updated weekly.*
Student internships					
Develop linkages to SYEP, other youth employment, CDOS, certification, and training programs					
Support for successful postsecondary transition					

Signatures: Feedback Dialogue

Date Completed:	
CBO Partner:	
Program Director:	
Program Director Email:	
Principal:	
Principal Email:	
Assistant Principal:	
AP Email:	