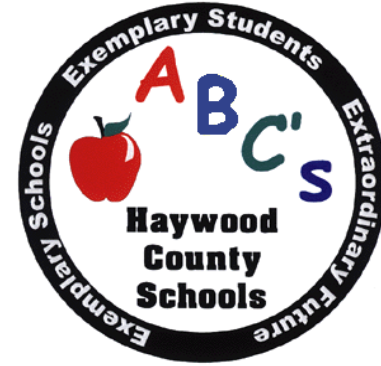


Personalized Education Plan (PEP)

Kindergarten – Grade 12



DIRECTIONS FOR PEP DEVELOPMENT

Required of:

- a) Any student being retained
- b) Any student identified as being at-risk of failure/retention

Any teacher identifying a student at-risk of retention or retaining a student will:

- a) Initiate the PEP folder
- b) Fill in Descriptive and Diagnostic Information
- c) Fill in pertinent information from previous grades or back to previous gateway
- d) Mark appropriate strategies in pencil
- e) Contact parent and student to communicate and finalize appropriate strategies
- f) PEP to be with team during school year (middle school)
- g) At end of year PEP to be returned to cumulative folder for storage or transfer (excluding high school)

The receiving teacher will: (By the end of the first grading period)

- a) Review and revise personal education plan
- b) Contact parent and student to communicate
- c) Record additional parent contacts or efforts to contact parents
- d) Document remediation opportunities made available

Transfer for PEP Folder:

- a) Send entire folder to any HCS school
- b) File in the office, alphabetically by last name, the folders of any students transferring outside HCS (excluding high school)
- c) Place all folders in the office at the end of the year so that the secretary has access to folders of students requesting transfers during the summer (DO NOT SEND FOLDERS to the schools outside HCS)
- d) If receiving school outside HCS asks if a student has a PEP, copy the PEP Folder and strategies sheet(s) to send
- e) In requesting student records of incoming NC students, secretary should ask if a PEP is in place; if so, request a copy of the PEP and staple to current PEP

Part III: Diagnostic Information for high school (9-12)

Include Report 8-12 N.C. Public High School Standardized Transcript

Retest Information

Grade	2 nd Retest	3 rd Retest	
3			
5			
8			
Review Request Date			
Promoted			
Retained			