**_____ Probationary Corrective Action Plan**

| **School Name:** | **School Contact:** |
|---|---|
| **Corrective Action Status**: *check one*<br>☐ Corrective Action Year 1<br>☐ Corrective Action Year 2<br>☐ Corrective Action Year 3<br>☐ Corrective Action Year 4 | **Position**: Chief Administrative Officer<br><br>Email: _____@_____ |

**Purpose of the Corrective Action Plan**

A school identified for probationary corrective action must develop a corrective action plan (CAP) no later than _____. Failure to complete the CAP in a timely manner may result in further disciplinary action. The school must consult with parents, school staff, management company, if applicable, and any other relevant individuals in the development of the CAP. The purpose of the CAP is to provide the _____ (_____) with reasonable assurances that the school can and will take the actions necessary to remedy the conditions that warrant a probationary status finding. The CAP must specify exact steps for implementation.

**Directions**

In each table, describe how your school will address each of the CAP requirements and complete all blank or partially complete sections. The CAP must be submitted to the _____ for review and approval. The CAP must be implemented as soon as the probation notice is issued. The probationary status will not extend beyond the end of the _____ school year if all issues are addressed appropriately. The CAP components will be monitored by the Sponsor on a monthly basis.

| Finding | Corrective Action | Method of Implementation | Person Responsible for Implementation | Completion Date |
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| Finding | Corrective Action | Method of Implementation | Person Responsible for Implementation | Completion Date |
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| | | Renew contracts and job descriptions for school year<br>Org chart was presented to and reviewed with the entire _____ staff on _____ | CAO with admin staff | _____ |
| | | Meet to review said policies and procedures | Admin and enrolment/reporting staff | _____ |

Please submit the complete CAP to the _____ for approval no later than _____, 20___. The CAP must be implemented as soon as the probation notice is issued. If the school fails to develop or implement the plan or fails to make satisfactory progress on the action items, then the school may be subject to further disciplinary action.

_____ _____

School Leader Signature Date

_____ _____

Governing Authority President Signature Date