

Suggested ACP Task Order

Participants Who Begin Program in the Fall Semester (August-September)

Below is a suggested chart intended for those new ACP participants who begin the district program in the Fall semester (at the beginning of the school year in August-September), and continue the program through the following spring semester. The chart distributes the tasks over the two semesters, including suggestions for those tasks that could be completed at any time, i.e., holiday breaks when students may not be available.

Fall Semester	Task	RATING
First 2 weeks of school	P3.4.1	A
	P4.6.1	E
	P4.2.1	E
Begin as soon as possible (collections)	P3.3.1	E
	P2.1.1	E
	P4.3.1	A
	P3.2.1	A
Near the beginning of the fall semester	P3.1.1	R
Anytime during the fall semester	P2.6.1	A
	P4.7.1	E
These tasks do not require student contact and should be plugged in during breaks or during first or second semester whenever there is time	P4.4.1	E
	P4.5.1	E
	P1.4.1	E
	P1.6.1	E
Spring Semester	Task	
First 2 weeks of the semester right after the Winter Holiday Break	P1.5.1	R
	P1.1.1	A
Anytime during spring semester (observations)	P2.2.1	A
	P2.3.1	A
	P2.4.1	A
	P2.5.1	E
Anytime during semester	P1.2.1	E
	P1.3.1	R
Final task	P4.1.1	A

E – Easy A – Average R – Rigorous

Participants Who Begin Program in the Spring Semester (January)

Below is a suggested chart intended for those new ACP participants who begin the district program in the second semester (January), and continue the program through the following fall semester. The chart distributes the tasks over the two semesters, including suggestions for those tasks that could be completed at any time, i.e., holiday breaks when students may not be available.

<u>Spring Semester</u>	<u>Task</u>	<u>RATING</u>
Begin as soon as possible (collections)	P3.3.1	E
	P2.1.1	E
	P4.3.1	A
	P3.2.1	A
Near the Beginning of the semester	P3.1.1	R
Anytime during the semester	P2.6.1	A
	P4.7.1	E
	P1.2.1	E
	P1.3.1	R
These tasks do not require student contact and should be plugged in during breaks or during first or second semester whenever there is time	P4.4.1	E
	P4.5.1	E
	P1.4.1	E
	P1.6.1	E
<u>Fall Semester</u>	<u>Task</u>	
First tasks to do at the very beginning of the school year	P3.4.1	A
	P4.6.1	E
	P4.2.1	E
First 2 weeks (begin—long term tasks)	P1.5.1	R
	P1.1.1	A
Anytime During Semester (observations)	P2.2.1	A
	P2.3.1	A
	P2.4.1	A
	P2.5.1	E
Final Task	P4.1.1	A

E - Easy A - Average R - Rigorous