

Collaborative Action Plan (CAP)

<input type="checkbox"/> Tier 1 Pro D <input type="checkbox"/> Tier 2 Training <input type="checkbox"/> Tier 2 Classroom Solution <input type="checkbox"/> Tier 3 Training <input type="checkbox"/> Tier 3 Student Solution	
Name of Service (classroom/student/training)	
School District	Service Location (school/location)
CAP Meeting Date	CAP Meeting Format
	<input type="checkbox"/> F2F <input type="checkbox"/> Distance

Meeting Participants			
Name	Role	Email	Phone Number
	SET-BC CAP Consultant		
	(Key Contact)		

District / School Team to Receive Service(s)
General Description of Team / Class / Student (snapshot)
Baseline (level of knowledge/skill, strategies/interventions in tried/in place, existing access to technology)
Team
Student(s)
Goal(s) for Training and/or Technology Support (for service year)

Service Evaluation Plan (how will the team know if goals have been met?)

Description of Service(s) Requested – Details	
Approved at Provincial Review	
Service Description <input type="checkbox"/> Single Day <input type="checkbox"/> Multi Day	
Requested date(s)/times(s)	
Participants / Attendees	Format
Audience (teacher/EA/admin): Estimated Number:	<input type="checkbox"/> Face to Face <input type="checkbox"/> Online

Technology Loan Requested (if applicable)	Ship to (Name, School, Address, Phone Number)
<input type="checkbox"/> Short Term Loan <input type="checkbox"/> Long Term Loan <input type="checkbox"/> N/A	

Service Provision Agreement	
SET-BC and School / District Service Commitment	
SET-BC works in partnership with school districts to provide effective technology services and solutions. Successful delivery and implementation of services and solutions requires a coordinated effort on the part of all team members.	
During the service year, SET-BC provides: <ul style="list-style-type: none"> <input type="checkbox"/> Consultation and technology service planning support <input type="checkbox"/> Loan of technology solutions to school districts (if applicable) <input type="checkbox"/> School / District team training <input type="checkbox"/> Implementation support and resources <input type="checkbox"/> Technical support to maintain and repair SET-BC loaned equipment <input type="checkbox"/> Other _____ 	During the service year, the School / District team provides: <ul style="list-style-type: none"> <input type="checkbox"/> Release time as required for consultation, planning meetings, and training activities <input type="checkbox"/> Peripheral devices and consumable items as required to support implementation of technology loans <input type="checkbox"/> Access to school / district educational software required <input type="checkbox"/> Security for SET-BC loaned technology <input type="checkbox"/> Team access to online information, training, and student resources <input type="checkbox"/> Other _____
Additional Service Implementation Notes	
Supporting Documentation	
<input type="checkbox"/> DSC <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A	

The services described in this CAP are subject to the terms of service for SET-BC services as per the SET-BC District Request for Service (DRFS) document for the current school year, which must be signed by the appropriate district administrator before these services can proceed.