



**Graduation and Outcomes  
for Success for OSY**

# **STUDENT LEARNING PLAN**

# **TRAINING GUIDE**

**2017**



## OSY Personal Learning Plan

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## OSY Personal Learning Plan Introduction

The Graduation and Outcomes for Success for OSY (GOSOSY) consortium has developed a **Personal Learning Plan** designed to assist you in guiding out-of-school youth (OSY) in working toward personal, attainable goals. This tool may be used as a stand-alone activity or be integrated with GOSOSY Goal Setting activities or other activities being implemented in your state.

The materials are easy to use and require minimal instruction for students and service providers. Two versions of the plan have been developed. One is meant for the OSY to complete; the other is for the service provider to fill out based on the completed student version.

Remember that even if an OSY is in your area for a short period (less than four weeks), he/she should be encouraged to set personal goals that MEP service providers can support and help them meet.

Many OSY students have never been asked about their values, desires, thoughts or dreams, and giving voice to aspirations is a new experience. The OSY student may not have an idea that his/her dream is even attainable. This is where the MEP can step in. If you need more guidance on how to approach goal setting with your student, please use the GOSOSY Goal Setting Implementation Toolkit. The Goal Setting Toolkit has simple activities that help a student understand the goal setting process, including the relationship between short- and long-term goals, identifying potential resources and roadblocks and ultimately leads to developing a student's personal learning plan.

It is important for you to be honest and realistic with the student about what can be accomplished in the amount of time he/she is in the area, while at the same time encouraging the student to pursue any longer-term goals he/she may have even if they are no longer working with you directly. An individual's education level and mobility are important factors in both the goal setting and learning plan development. The other element that is vital in this process is that the OSY is able to be successful, especially if this is the first experience that the student is having with goal setting and learning plans.

This booklet contains directions on how to complete the student and provider versions of the learning plan as well as four case studies. Each case study has an example of a completed student learning plan. These case studies can be used as part of a more formal training to practice completing the learning plans or just as a reference. For further practice, provider versions can also be completed based on the student examples.

A successful learning plan:

- Meets the OSY's individual needs and abilities.
- Is achievable with short-term steps that can be accomplished and motivates the student to pursue the bigger goal.
- Can be supported by the MEP.

## Out-of-School Personal Learning Plan – How do I complete the forms?

We mentioned in the introduction there are two versions of the plan – a student version (available in English and Spanish) and a provider version (English only).

The forms are fillable PDF documents that can be completed on computers, laptops, tablets, and mobile devices (may require Adobe app). If you prefer, you may print the form and complete by hand.

### To complete the Student version

- **MEP** - The service provider should fill out the MEP information at the top of the form.
  - Student Name – Should match the name on the Certificate of Eligibility (COE).
  - Service Providers(s) – More than one service provider may be working with the same student in helping him/her work towards his/her goal.
  - MSIX # – This will help when a student works with service providers from multiple states.
  - Goal Timeline – Enter the start date and projected length of time to complete the goal.
- **My Goal** – During the first class/visit, take some time to help the student identify what they want to achieve/attain as a personal goal. Find out their interests and aspirations. You can use the OSY Student Profile and any of the activities from the Goal Setting Implementation Toolkit to guide your conversation.
  - Have the student answer the questions in the student form (in English or Spanish). Provide assistance as needed.
- **Step(s)** – Once the goal has been identified, help the OSY break down how to obtain their goal into manageable steps.
  - Help the student set realistic timeline expectations.
  - Remember to make the steps manageable for both the OSY and you (service provider).
  - Assist the OSY to revise the “step” sections at the start of each class/visit.
- At the end of the service, provide a printed copy of the plan to the OSY that they can take with them.
  - Encourage the OSY to share the plan with a MEP recruiter and/or advocate when they make their next move.
- If you have an opportunity to work with the student for a longer period and they complete their plan, create a new plan with a new goal.

*Helping youth learn how to break down a goal into manageable steps is necessary so that they will see the process as doable, while still understanding the amount of commitment and dedication that it may take to get there. The key is aligning the natural characteristics of the student with concrete steps they can take.*

Continue to the next page for instructions on completing the provider version.

## To complete the Provider version

- **MEP** – The service provider should fill out the MEP information at the top of the form.
  - Student Name – Should match the name on the Certificate of Eligibility (COE).
  - Service Providers(s) – More than one service provider may be working with the same student in helping him/her work towards his/her goal.
  - District/Site
  - DOB (Date of Birth)
  - State ID # - Enter the student ID number assigned in your district.
  - MSIX # – This will help when a student works with service providers from multiple states.
  - Student’s Goal – Copy the student’s goal from their plan.
  - Goal Timeline – Enter the start date and projected length of time to complete the goal.
- **Goal Follow-Up: Progress checks for objectives (steps)**- The first column should be completed at the time the student writes his/her learning plan. The second, third, and fourth column should be used each time you meet with the student to document progress that was made to complete that particular step.
  - Step Action: Summarize a description of the action for that step that the student has developed on his/her learning plan, matching step for step (Step 1 on the student’s sheet should match your Step 1).
  - Date: Document what date you met with the student to do a progress check.
  - What was completed? Summarize what actions have been done to complete the step.
  - What’s next? If the step has not been completed, write a brief note of what is going to be done by the next time you meet with the student to complete the step.
- **Notes** – Optional.
- **GOSOSY Reporting Purposes**- The progress an individual student makes toward meeting their goals using a Personal Learning Plan needs to be reported by the state for GOSOSY grant purposes. It is a quantitative measure, which requires the provider to report the following information:
  - **How many steps** has the student outlined in their plan? Count the total needed. *For example, the student has identified 4 steps to complete their goal.*
  - At the end of service (by 8/31 or earlier) **how many of the steps did the student complete?** *In the example, the student completed 3 of the 4 steps.*

- **Determine how much progress the student made toward meeting their goal:** The goal for GOSOSY is to complete half of the steps. We'll do the calculations, but to help you know if the goal was met, indicate if half or more of the steps were completed. *In the example, the student met 75% of their goal.*
- **Service Provider Signature** – Sign and date the form.



## OSY Personal Learning Plan – Student Version

<b>Student Name:</b>	<b>Service Provider(s):</b>
<b>MSIX #:</b>	<b>Goal Timeline:</b>

My Goal: \_\_\_\_\_

Step 1: \_\_\_\_\_

What do I know/have?	What do I need to know/have?	
What should I do?	Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:

Step 2: \_\_\_\_\_

What do I know/have?	What do I need to know/have?	
What should I do?	Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:

Step 3: \_\_\_\_\_

What do I know/have?	What do I need to know/have?	
What should I do?	Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:





## OSY Personal Learning Plan – Student Version

Step 4: \_\_\_\_\_

What do I know/have?		What do I need to know/have?
What should I do?		Who do I need help from and why?
Start Date:	Target Date:	Date Completed:

Step 5: \_\_\_\_\_

What do I know/have?		What do I need to know/have?
What should I do?		Who do I need help from and why?
Start Date:	Target Date:	Date Completed:

Step 6: \_\_\_\_\_

What do I know/have?		What do I need to know/have?
What should I do?		Who do I need help from and why?
Start Date:	Target Date:	Date Completed:



## Plan de Aprendizaje Personal – Estudiante

<b>Nombre:</b>	<b>Proveedor(es) de Servicio:</b>
<b>MSIX #:</b>	<b>Tiempo que necesito para completar la meta:</b>

Mi Meta: \_\_\_\_\_

Paso 1: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 2: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 3: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	



## Plan de Aprendizaje Personal – Estudiante

Paso 4: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 5: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 6: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	



# OSY Personal Learning Plan – Provider Version

<b>Student Name:</b>	<b>Service Provider(s):</b>	<b>District/Site:</b>
<b>DOB:</b>	<b>State ID #:</b>	<b>MSIX #:</b>
<b>Student's Goal:</b>		<b>Goal Timeline:</b>

## Goal Follow-up – Progress checks for objectives (steps)

	Date:	Date:	Date:
Step 1 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 2 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 3 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 4 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?

*Continue on Page 2*



	Date:	Date:	Date:
Step 5 Action:	What was completed?	What was completed?	What was completed?
	Actions to take:	Actions to take:	Actions to take:
	Date:	Date:	Date:
Step 6 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?

**Notes:**

**For GOSOSY reporting purposes**

Please report the progress that the student made on meeting his/her goal at the conclusion of service. The performance measure for GOSOSY is to complete half of the steps toward a goal by the end of the program year (8/31).

For more guidance see the Learning Plan protocol:

Total number of steps needed to meet the goal \_\_\_\_\_

Number of steps completed toward the goal \_\_\_\_\_

Did the student complete half or more of the steps? Yes / No

Service Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **OSY LEARNING PLAN**

### **CASE STUDIES AND SCENARIO PRACTICE**

Use the following four case studies as a walkthrough of how the Personal Learning Plan should be used. Each case study has the following:

- Student scenario
- Possible initial goal statement for the student
- Follow-up questions for the provider to ask
- Final goal statement
- Final goal
- Outline of steps to complete the goal

Then try it out yourself with four different student scenarios. For each scenario develop an initial goal, follow-up questions, a final goal statement and the outline of the steps to complete the goal. Then complete a student and a provider learning plan form for the scenario.

## Case Study - Ana

My name is Ana Martin. I came Plant City, FL on March 2, 2017 to pick strawberries. I also cook for the other workers at the camp where I live. I had to leave my home in Brownsville, Texas to get away from my stepfather. He was always threatening me because he said I wasn't working enough to help my family. I couldn't take it anymore and my cousin said I could find work in the fields in Florida. I'm 17 years old, my birthday is January 16, 2000. I dropped out of school in 10<sup>th</sup> grade back in Brownsville. I wasn't a bad student – most of my grades were Cs, but I couldn't keep up with school and working to help my family.

I don't have to cook for the workers on Tuesday nights and I'm usually home on Saturday afternoons and all day Sunday.

### **STUDENT INITIAL GOAL STATEMENT:**

Maybe I could work at a daycare someday since I like kids.

#### *Provider questions:*

How long do you plan to be in Plant City?

What do you need to do to go back to school?

Could you enroll in the High School Equivalency Program (HEP) available through the University of South Florida (USF)? Can you fill out an application for HEP?

Do you need help with transportation?

### **FINAL GOAL STATEMENT:**

I want to do something besides work in the fields and cook for the other workers. I don't have a car, so I will need help going anywhere outside of the camp where I live. Eventually, I want to go back to school and be able to talk with an advisor about programs in teaching.

Goal: Improve my writing skills, so that I can apply for the HEP program.

#### Steps:

1. Find out about the HEP application. Visit the USF campus.
2. Get a library card and check out a book of short autobiographies.
3. Complete writing exercises to improve my writing skills.
4. Practice writing my short autobiography to help me with the HEP application.
5. Fill out the HEP application.



## OSY Personal Learning Plan – Student Version

<b>Student Name: Ana Martin</b>	<b>Service Provider(s): Margot Di Salvo</b>
<b>MSIX #: 1111111</b>	<b>Goal Timeline: March 21 – May 2 (6 weeks)</b>

**My Goal:** Improve my writing skills, so that I can apply for the USF HEP.

**Step 1:** Find out about the HEP application and visit the USF campus.

<b>What do I know/have?</b> I have to fill out an application to get accepted to the HEP. The HEP is at USF.	<b>What do I need to know/have?</b> I need to see the HEP application and I need transportation to get to USF.	
<b>What should I do?</b> Be ready when Ms. Margot comes to pick me up.	<b>Who do I need help from and why?</b> I need help from Ms. Margot to bring her computer and show me the HEP application. I also need Ms. Margot to drive me to USF, so that I can see where the HEP classroom is on the campus.	
Start Date: March 21	Target Date: March 21	Date Completed: March 21

**Step 2:** Get a library card and check out a book of short autobiographies.

<b>What do I know/have?</b> I know what an autobiography is – a story about someone that is written by that person. I also know my own story.	<b>What do I need to know/have?</b> I have a photo ID from when I was in school in Brownsville and I have a copy of my COE that has my address in Plant City that I can use to get my library card.	
<b>What should I do?</b> Be ready when Ms. Margot comes to pick me up. Decide on at least two people I would like to learn about.	<b>Who do I need help from and why?</b> I need help from the librarian to get my card. I also would like Ms. Margot to help me look for autobiography books.	
Start Date: March 21	Target Date: March 28	Date Completed: March 28

**Step 3:** Complete writing exercises to work on my writing skills

<b>What do I know/have?</b> I know that I have to improve my writing, so that I can write a good autobiography on my HEP application.	<b>What do I need to know/have?</b> I have to understand the assignments. If Ms. Margot wants me to look up information for my assignments, I will need transportation to the library.
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## OSY Personal Learning Plan – Student Version

What should I do? Write On! homework.		Who do I need help from and why? I need Ms. Margot to explain what is Write On! I don't have a computer or printer, so I need Ms. Margot to print the assignments for me.
Start Date: April 4	Target Date: April 11	Date Completed: April 18

### Step 4: Practice writing my short autobiography to help me with the HEP application.

What do I know/have? I have read some short autobiographies. I know my own life story. I have a new notebook Ms. Margot gave me to practice my writing.		What do I need to know/have? I should have my new notebook to write my assignment.
What should I do? I need to write my short autobiography on the weekend before I meet with Ms. Margot for the last time.		Who do I need help from and why? I need ask my crew leader to let me work in the kitchen after everyone eats, so that I can have a quiet place to do my assignment.
Start Date: April 22	Target Date: April 23	Date Completed: April 23

### Step 5: Fill out the HEP application

What do I know/have? I have the blank application that we printed when we first started the lessons.		What do I need to know/have? Make sure I know how to submit the application. I need a copy machine to make a copy of the application before I send it to USF.
What should I do? Try filling it out on my own before my lesson with Ms. Margot begins.		Who do I need help from and why? I need Ms. Margot to look at the application and make sure I filled it out correctly. I also need transportation to the library, so that I can make a copy of the application.
Start Date: April 25	Target Date: May 2	Date Completed: May 2



## Case Study- Luis

I am Luis Arroyo, and I am from Mexico. I moved to this farm two years ago. Before that I was in Arkansas for 3 months planting pine trees. I came here because my uncle is here and he said the work is good and there was room for a family. When I had been here for two months my wife, Brenda and my baby, Diego, came here. Brenda stopped working when Diego was born, but now that he goes to preschool she got work milking while he is in school.

I went to school in Mexico to 5<sup>th</sup> grade. Both my wife and I are 20 years old and Diego is three years old.

When I was in Arkansas, I was taking English classes two nights a week. I learned a lot and I liked it. Someday it would be nice to get a GED and maybe get a job in construction somewhere with more Latinos, where our family could stay. I don't really want to go back to Mexico, there's nothing for me there. It's hard now because I work 12 hours every night, sometimes more, and my wife works days, and we have different days off so we never see each other.

### **STUDENT INITIAL GOAL STATEMENT:**

Right now I want to get a raise and have the same day off as my wife. I want to make the same money as now but I want to have time to be with my family.

### *Provider questions:*

What would you need to do to get a raise and change your day off?

How much of a raise do you need to make things work?

Do you want more time off, or just a change so you have time off with your wife?

### **FINAL GOAL STATEMENT:**

I want to figure out exactly what I want to ask my boss for, and what I am willing to accept. I want to speak with my boss in English about this, but I also want to be able to arrange for an interpreter to support me if I get stuck.

Goal: Negotiate with my boss for a pay increase and a change in my time off.

### Steps:

1. Calculate my current hourly wage and decide how much of a raise I should ask for.
2. Make a list of reasons that I deserve a raise and that I need time off with Brenda.



3. Translate my list into English and learn other phrases I will need.
4. Practice making the pitch to my boss and having the conversation.
5. Arrange for someone to support me during the conversation, either on the phone or in person.
6. Talk with my boss.



## OSY Personal Learning Plan – Student Version

<b>Student Name: Luis Aroyo</b>	<b>Service Provider(s): Sarah Braun Hamilton</b>
<b>MSIX #:</b>	<b>Goal Timeline: 2 months</b>

**My Goal:** Negotiate with my boss for a pay increase and a change in my time off.

**Step 1:** Calculate my current hourly wage and decide how much of a raise I should ask for.

<p><b>What do I know/have?</b></p> <p>I know my weekly pay and my schedule</p>	<p><b>What do I need to know/have?</b></p> <p>I need to figure out my hourly wage, and I need to know what kinds of raises other workers have gotten after working here for two years</p>	
<p><b>What should I do?</b></p> <p>Count my hours worked per week and use my phone calculator to divide my weekly pay by my hours worked.</p> <p>Ask Antonio who has been here five years when he got a raise and how much it was.</p>	<p><b>Who do I need help from and why?</b></p> <p>I need my teacher to check my math.</p>	
Start Date: 2/17/17	Target Date: 2/24/17	Date Completed:

**Step 2:** Make a list of reasons that I deserve a raise and that I need time off with Brenda.

<p><b>What do I know/have?</b></p> <p>I know I am a good person and I deserve to have a happy life. I have a notebook and a pen.</p>	<p><b>What do I need to know/have?</b></p> <p>I need time to think and write out my list.</p>	
<p><b>What should I do?</b></p> <p>I should make a list on the morning of my day off. I should be specific about how long I have worked here, how good my work is, and how important my family is to me.</p>	<p><b>Who do I need help from and why?</b></p> <p>I need my wife and my teacher to read my list and ask me questions to make sure it's clear and I didn't miss anything.</p>	
Start Date: 2/17/17	Target Date: 2/24/17	Date Completed:

**Step 3:** Translate my list into English and learn other phrases I will need.



## OSY Personal Learning Plan – Student Version

<p>What do I know/have?</p> <p>I will have my list in Spanish</p>		<p>What do I need to know/have?</p> <p>I need to translate my list, and learn how to talk about it clearly in English.</p>	
<p>What should I do?</p> <p>I should translate everything I can by myself before I meet with my teacher.</p>		<p>Who do I need help from and why?</p> <p>I need my teacher to help me with the translation and to explain to me the right way to ask for something from my boss.</p>	
Start Date: 2/24/17	Target Date: 3/3/17	Date Completed:	

### Step 4: Practice making the pitch to my boss and having the conversation.

<p>What do I know/have?</p> <p>I will have my list in English, and some sentences I can use to talk with my boss.</p>		<p>What do I need to know/have?</p> <p>I need to know how my boss might respond, and I need to practice so I know my pronunciation is clear and so I feel confident.</p>	
<p>What should I do?</p> <p>I should practice role-playing the conversation with my teacher at two meetings, and twice over the phone. Brenda can practice with me too.</p>		<p>Who do I need help from and why?</p> <p>My teacher and my wife because that way I will be ready to talk about this with my boss.</p>	
Start Date: 3/3/17	Target Date: 3/17/17	Date Completed:	

### Step 5: Arrange for someone to support me during the conversation, either on the phone or in person.

<p>What do I know/have?</p> <p>I know I might not be able to do this by myself because my English is not very strong and my boss is impatient. I know that my teacher and the labor contractor who helped me get this job can help me.</p>		<p>What do I need to know/have?</p> <p>I need to know when I can talk to my boss, and who will be available to help me.</p>	
<p>What should I do?</p> <p>I should figure out a good time that I can talk with</p>		<p>Who do I need help from and why?</p> <p>Either my teacher or the labor contractor, and</p>	



## OSY Personal Learning Plan – Student Version

my boss, maybe after my shift when he comes in to work in the morning, and I should talk to those two people to see if one of them could be available on the phone.		ultimately from my boss
Start Date: 3/17/17	Target Date: 3/24/17	Date Completed:

### Step 6: Talk with my boss

<p>What do I know/have?</p> <p>I have my talking points, and I have practiced. I have someone who I know can answer the phone to help me on a Tuesday morning when I hope to meet with my boss.</p>	<p>What do I need to know/have?</p> <p>I just need to be brave and persistent!</p>	
<p>What should I do?</p> <p>Ask my boss if I can talk with him. I should check if he is busy or if he seems upset – then I can wait for another time.</p>	<p>Who do I need help from and why?</p> <p>I need Brenda to support and encourage me no matter what happens.</p>	
Start Date: 3/24/17	Target Date: 3/31/17	Date Completed:



## Case Study- Pedro

I am Pedro Lopez. My birthday is February 16, 1996. I live with the crew at an Organic Farm. I think it's called Harry's. I came on March 4 to pick tomatoes. Before coming here, I was in Valdosta, Georgia for 4 months, but couldn't find work. A friend told me there was work here.

I'm traveling by myself. My parents' names are Eduardo and Carmen Lopez. I was born in Santiago, Guatemala. I went to school to 2<sup>nd</sup> grade.

I want to learn English, but I work long hours. My only day off is Sunday. Lately, I've been getting headaches when I try to watch TV.

The crew leader said there is work here until June. My friend said we should go to Estero next to pick peppers.

### **STUDENT GOAL STATEMENT:**

I want to be able to make a doctor's appointment so I can find out how to help with my headaches.

Goal: Identify and access health services

Steps:

1. Contact health access specialist to request assistance
2. Gather needed identification and income verification documents
3. Complete health care registration and financial aid paperwork
4. Arrange appropriate time off and transport to be able to attend the appointment
5. Actually attend the appointment



## OSY Personal Learning Plan – Student Version

<b>Student Name: Pedro Lopez</b>	<b>Service Provider(s): Sarah Braun Hamilton</b>
<b>MSIX #:</b>	<b>Goal Timeline: 1 month (before June)</b>

**My Goal:** Go to the doctor because I have headaches

**Step 1:** Contact a health access specialist to make an appointment and find out what I need to do

<b>What do I know/have?</b> I have the number of the clinic and I know they have someone there who speaks Spanish	<b>What do I need to know/have?</b> I need service for my phone so I can call.	
<b>What should I do?</b> Get a new phone card when I go to the store, and call the clinic to say that I am a new patient, what my problem is, and ask what I should do.	<b>Who do I need help from and why?</b> I need a ride to the store to get the phone card. The headman takes us every Saturday.	
Start Date: 4/3/2017	Target Date: 4/10/2017	Date Completed: 4/7/2017

**Step 2:** Get together the documents that I need for the health appointment

<b>What do I know/have?</b> I have my matricula consular and my vaccination record. I know when the appointment is.	<b>What do I need to know/have?</b> I need to know what other documents I will need. I will update this after Step 1 is finished. Update: Proof of income and proof of residence	
<b>What should I do?</b> I need to ask my boss to fill out the income/residence verification form.	<b>Who do I need help from and why?</b> I need Sarah to help me explain about the form to my boss, because I'm worried he won't know what it is and won't want to complete it.	
Start Date: 4/10/17	Target Date: 4/10/2017	Date Completed: 4/10/2017

**Step 3:** Complete the clinic registration and financial aid paperwork

<b>What do I know/have?</b> I have all the documents that I need to prove my identity, income, and residency. I also have the forms that were sent to me from the clinic.	<b>What do I need to know/have?</b> I need to be able to understand the forms, which are in English, and to fill them out in English
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## OSY Personal Learning Plan – Student Version

<p>What should I do?</p> <p>I should use my dictionary to understand everything that I can, and then ask my teacher for help to make sure I'm completing the form correctly</p>		<p>Who do I need help from and why?</p> <p>I need my teacher Sarah to help me because even with a dictionary I can't understand everything on the form and I don't want to mess it up.</p>
Start Date: 4/10/17	Target Date: 4/22/17 (appointment day)	Date Completed:

### Step 4: Get time off and transportation to the appointment

<p>What do I know/have?</p> <p>I will know when and where the appointment is. Update: 4/22/17 at 2PM, East Side Free Clinic, 213 S. Main Street, Mariansville.</p>		<p>What do I need to know/have?</p> <p>I need to know how long it takes to get there and who can take me.</p>
<p>What should I do?</p> <p>Call the taxi company to arrange a ride and find out when I need to be ready. Change shifts with my coworker so that I have the whole day off.</p>		<p>Who do I need help from and why?</p> <p>Nobody, there's someone at the taxi company who speaks Spanish! But I do need one of my co-workers to agree to cover for me.</p>
Start Date: 4/10/17	Target Date: 4/22/17	Date Completed:

### Step 5: Go to the appointment!

<p>What do I know/have?</p> <p>I know where and when to go, what I need to bring, and how to get there.</p>		<p>What do I need to know/have?</p> <p>I need to bring everything on my list of documents and information.</p>
<p>What should I do?</p> <p>I should call the clinic the day before to confirm, and to make sure they remember that I need an interpreter.</p>		<p>Who do I need help from and why?</p>
Start Date: 4/22/17	Target Date: 4/22/17	Date Completed:



## Case Study- Belen

I am Belen Gonzalez. I came with my husband from Mexico two summers ago to pick cherries. Before the end of the season, I found out I was pregnant and my husband and I decided to stay until the baby was born. We have decided to stay here.

I finished my 2<sup>nd</sup> year of bachillerato (11<sup>th</sup> grade). I'm 20 years old.

I want to be a good mom to my son, Josue. I know I will have to go back to work soon to help support my family. I do not speak English well, but I want to learn.

### **STUDENT INITIAL GOAL STATEMENT:**

Maybe I could learn English and get me high school diploma.

#### *Provider questions:*

How long do you plan to be in Michigan?

What do you need to do to go back to school?

Could you enroll in the High School Equivalency Program (HEP) available through the University of Michigan? Can you fill out an application for HEP?

Do you need help with transportation?

### **FINAL GOAL STATEMENT:**

I want to do something besides stay at home with my children. I don't have a car, so I will need help going anywhere outside of where I live. Eventually, I want to go back to school and be able to talk with an advisor about programs that I am interested in and will help to provide for my family.

Goal: Improve my English speaking, reading and writing skills, so that I can apply for the HEP program.

#### **Steps:**

1. Find out about the HEP application. Visit the University of Michigan HEP Consortium office.
2. Sign up for English classes with the assistance of my MEP tutor.
3. Complete reading and writing exercises to improve both skill sets.
4. Practice writing my short autobiography to help me with the HEP application.
5. Fill out the HEP application.



## OSY Personal Learning Plan – Student Version

<b>Student Name: Belen Gonzalez</b>	<b>Service Provider(s): M.A. Reho</b>
<b>MSIX #:</b>	<b>Goal Timeline: 18 Months</b>

My Goal: Learn to speak English - Obtain HS Diploma

Step 1: Attend English Classes

What do I know/have? I have 11 years of formal schooling in Mexico – want to learn the English version of known information/skills already have	What do I need to know/have? Need to know process/steps to learn English	
What should I do? Seek English Class – to learn common phrases and academic language	Who do I need help from and why? Local MEP – identify class, help enrolling, help determining transportation to get to and back	
Start Date: February 17, 2017	Target Date: August 31, 2017	Date Completed:

Step 2: Complete Application to Michigan HEP program to get HS Diploma

What do I know/have? Know MEP personnel who can help me obtain HEP application and complete it	What do I need to know/have? Process to apply and documents needed	
What should I do? Contact MEP tutor (M. A. Reho)	Who do I need help from and why? M. A. Reho and HEP program	
Start Date: June 1, 2017	Target Date: June 30, 2017	Date Completed:

Step 3: Test out of English Classes (high score on Best Literacy)

What do I know/have? English classes and need to practice language skills	What do I need to know/have? What is needed to be language proficient in conversation and academic language	
What should I do? Practice, practice, practice, practice in community and real world situations	Who do I need help from and why? MEP personnel (M. A. Reho)	
Start Date: February 17, 2017	Target Date: August 31, 2017	Date Completed:



## OSY Personal Learning Plan – Student Version

Step 4: \_\_\_\_\_ Enroll in Michigan HEP program and work to complete HS Diploma \_\_\_\_\_

What do I know/have? Past credits from Mexico and knowledge/skills that I learned	What do I need to know/have? What I need to know and be able to do in order to complete the HS Diploma	
What should I do? Have HEP look at past transcript to determine what I know/can do and what I need to do in order to pass HS Diploma Test ... take classes to develop needed knowledge and skills	Who do I need help from and why? University of Michigan HEP program – will work with me to get knowledge and skills needed to pass HS Diploma Test	
Start Date: September 1, 2017	Target Date: June 30, 2018	Date Completed:

Step 5: \_\_\_\_\_ Take and pass HS Diploma Test \_\_\_\_\_

What do I know/have? What I need to learn to pass the HS Diploma Test	What do I need to know/have? New skills and knowledge to pass the HS Diploma Test	
What should I do? Attend HEP classes, learn information/skills, take and pass practice tests	Who do I need help from and why? Michigan HEP program	
Start Date: September 1, 2017	Target Date: June 30, 2018	Date Completed:

Step 6: \_\_\_\_\_

What do I know/have?	What do I need to know/have?	
What should I do?	Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:



## **OSY Personal Learning Plan**

### Scenario #1 - Pierre

I am Pierre Clauvil; I'm 18 years old. I moved to Saratoga Springs, NY, two weeks ago from Hammonton, NJ to work on a dairy farm. I was told there was work for me here for about three months then I am going back to Hammonton. I am staying on the farm here, but I live with my older brother back in NJ. I dropped out of high school in 11<sup>th</sup> grade because I failed the state tests and I needed to work.

When I'm not milking, I've been helping to fix some equipment on the dairy farm. Back home I sometimes help my brother work on cars. I don't want to go back to school, but I'd like to be a mechanic. Right now I have Sundays and Friday afternoons free.



# OSY Personal Learning Plan – Student Version

<b>Student Name:</b>	<b>Service Provider(s):</b>
<b>MSIX #:</b>	<b>Goal Timeline:</b>

My Goal: \_\_\_\_\_

Step 1: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 2: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 3: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	



# OSY Personal Learning Plan – Student Version

Step 4: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 5: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 6: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	



## Plan de Aprendizaje Personal – Estudiante

<b>Nombre:</b>	<b>Proveedor(es) de Servicio:</b>
<b>MSIX #:</b>	<b>Tiempo que necesito para completar la meta:</b>

Mi Meta: \_\_\_\_\_

Paso 1: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 2: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 3: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	





## Plan de Aprendizaje Personal – Estudiante

Paso 4: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 5: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 6: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	



# OSY Personal Learning Plan – Provider Version

<b>Student Name:</b>	<b>Service Provider(s):</b>	<b>District/Site:</b>
<b>DOB:</b>	<b>State ID #:</b>	<b>MSIX #:</b>
<b>Student's Goal:</b>		<b>Goal Timeline:</b>

## Goal Follow-up – Progress checks for objectives (steps)

	Date:	Date:	Date:
Step 1 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 2 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 3 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 4 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?

*Continue on Page 2*



# OSY Personal Learning Plan – Provider Version

	Date:	Date:	Date:
Step 5 Action:	What was completed?	What was completed?	What was completed?
	Actions to take:	Actions to take:	Actions to take:
	Date:	Date:	Date:
Step 6 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?

**Notes:**

**For GOSOSY reporting purposes**

Please report the progress that the student made on meeting his/her goal at the conclusion of service. The performance measure for GOSOSY is to complete half of the steps toward a goal by the end of the program year (8/31).

For more guidance see the Learning Plan protocol:

Total number of steps needed to meet the goal \_\_\_\_\_

Number of steps completed toward the goal \_\_\_\_\_

Did the student complete half or more of the steps? Yes / No

Service Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## OSY Personal Learning Plan

### Scenario #2 - Cesar

I am Cesar Toj; I'm 17 years old. I moved to New Bedford, MA, six months ago from my hometown of Mixco, Guatemala. I moved with my younger brother and we moved in with a friend of my uncle. I was told there was work for me here at a fish house shucking and packing scallops for a few months. I am not always working but get called to work different shifts at the scallop company and another fish house, cleaning and fileting fish. I will take whatever shifts I am offered, especially if I can work the night shift as I am paid more. When I am not working I am just in the house.

I would like to study English but it is hard to get into a program since I never know what my work schedule will be. My brother is in middle school here and all of his homework is in English so I am not really able to help him.



# OSY Personal Learning Plan – Student Version

<b>Student Name:</b>	<b>Service Provider(s):</b>
<b>MSIX #:</b>	<b>Goal Timeline:</b>

My Goal: \_\_\_\_\_

Step 1: \_\_\_\_\_

What do I know/have?	What do I need to know/have?	
What should I do?	Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:

Step 2: \_\_\_\_\_

What do I know/have?	What do I need to know/have?	
What should I do?	Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:

Step 3: \_\_\_\_\_

What do I know/have?	What do I need to know/have?	
What should I do?	Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:



# OSY Personal Learning Plan – Student Version

Step 4: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 5: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 6: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	



## Plan de Aprendizaje Personal – Estudiante

<b>Nombre:</b>	<b>Proveedor(es) de Servicio:</b>
<b>MSIX #:</b>	<b>Tiempo que necesito para completar la meta:</b>

Mi Meta: \_\_\_\_\_

Paso 1: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 2: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 3: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	



## Plan de Aprendizaje Personal – Estudiante

Paso 4: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 5: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 6: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	





# OSY Personal Learning Plan – Provider Version

<b>Student Name:</b>	<b>Service Provider(s):</b>	<b>District/Site:</b>
<b>DOB:</b>	<b>State ID #:</b>	<b>MSIX #:</b>
<b>Student's Goal:</b>		<b>Goal Timeline:</b>

## Goal Follow-up – Progress checks for objectives (steps)

	Date:	Date:	Date:
Step 1 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 2 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 3 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 4 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?

*Continue on Page 2*



# OSY Personal Learning Plan – Provider Version

	Date:	Date:	Date:
Step 5 Action:	What was completed?	What was completed?	What was completed?
	Actions to take:	Actions to take:	Actions to take:
	Date:	Date:	Date:
Step 6 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?

**Notes:**

**For GOSOSY reporting purposes**

Please report the progress that the student made on meeting his/her goal at the conclusion of service. The performance measure for GOSOSY is to complete half of the steps toward a goal by the end of the program year (8/31).

For more guidance see the Learning Plan protocol:

Total number of steps needed to meet the goal \_\_\_\_\_

Number of steps completed toward the goal \_\_\_\_\_

Did the student complete half or more of the steps? Yes / No

Service Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## OSY Personal Learning Plan

### Scenario #3 - Imala

I am Imala; I'm 17 years old. I moved to Scottsbluff, NE, about five months ago with my boyfriend who was working in a feedlot. I got a job at the local dairy. Not long after we moved, I found out I was pregnant. I am no longer with my boyfriend and my family does not live in Nebraska. I finished my first year of high school and then dropped out. English is my primary language. I am unfamiliar with Scottsbluff as I haven't spent a lot of time going out and have not seen a doctor about my pregnancy. I am no longer working at the dairy but would like to go back to my job once my baby is born. I am thinking about getting my GED but not sure how I could do it.



## OSY Personal Learning Plan – Student Version

<b>Student Name:</b>	<b>Service Provider(s):</b>
<b>MSIX #:</b>	<b>Goal Timeline:</b>

My Goal: \_\_\_\_\_

Step 1: \_\_\_\_\_

What do I know/have?	What do I need to know/have?	
What should I do?	Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:

Step 2: \_\_\_\_\_

What do I know/have?	What do I need to know/have?	
What should I do?	Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:

Step 3: \_\_\_\_\_

What do I know/have?	What do I need to know/have?	
What should I do?	Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:



## OSY Personal Learning Plan – Student Version

Step 4: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 5: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 6: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	



## Plan de Aprendizaje Personal – Estudiante

<b>Nombre:</b>	<b>Proveedor(es) de Servicio:</b>
<b>MSIX #:</b>	<b>Tiempo que necesito para completar la meta:</b>

Mi Meta: \_\_\_\_\_

Paso 1: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 2: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 3: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	



## Plan de Aprendizaje Personal – Estudiante

Paso 4: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 5: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 6: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	



# OSY Personal Learning Plan – Provider Version

<b>Student Name:</b>	<b>Service Provider(s):</b>	<b>District/Site:</b>
<b>DOB:</b>	<b>State ID #:</b>	<b>MSIX #:</b>
<b>Student's Goal:</b>		<b>Goal Timeline:</b>

## Goal Follow-up – Progress checks for objectives (steps)

	Date:	Date:	Date:
Step 1 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 2 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 3 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 4 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?

*Continue on Page 2*





# OSY Personal Learning Plan – Provider Version

	Date:	Date:	Date:
Step 5 Action:	What was completed?	What was completed?	What was completed?
	Actions to take:	Actions to take:	Actions to take:
	Date:	Date:	Date:
Step 6 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?

**Notes:**

**For GOSOSY reporting purposes**

Please report the progress that the student made on meeting his/her goal at the conclusion of service. The performance measure for GOSOSY is to complete half of the steps toward a goal by the end of the program year (8/31).

For more guidance see the Learning Plan protocol:

Total number of steps needed to meet the goal \_\_\_\_\_

Number of steps completed toward the goal \_\_\_\_\_

Did the student complete half or more of the steps? Yes / No

Service Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## OSY Personal Learning Plan

### Scenario #4 - Eduardo

I am Eduardo Navarro; I'm 20 years old. I am here in Presque Isle, ME, for the broccoli season on a H2A worker program. This is my second year doing this work and I hope to do it next year as well. When I am not here in Maine, I live in my hometown of Valle de Allende in Mexico. I am here in the area just for the harvest but usually have Sundays off, and sometimes Saturdays as well. The camp where we are staying has wifi so I get to talk to my friends in Mexico through Wassup. The last time I was in school was six years ago when I finished secundaria but needed to work so I didn't get to keep going. I liked school and usually got good grades. I especially liked math.



# OSY Personal Learning Plan – Student Version

<b>Student Name:</b>	<b>Service Provider(s):</b>
<b>MSIX #:</b>	<b>Goal Timeline:</b>

My Goal: \_\_\_\_\_

Step 1: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 2: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 3: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	



# OSY Personal Learning Plan – Student Version

Step 4: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 5: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	

Step 6: \_\_\_\_\_

What do I know/have?		What do I need to know/have?	
What should I do?		Who do I need help from and why?	
Start Date:	Target Date:	Date Completed:	



## Plan de Aprendizaje Personal – Estudiante

<b>Nombre:</b>	<b>Proveedor(es) de Servicio:</b>
<b>MSIX #:</b>	<b>Tiempo que necesito para completar la meta:</b>

Mi Meta: \_\_\_\_\_

Paso 1: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 2: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 3: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	



## Plan de Aprendizaje Personal – Estudiante

Paso 4: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 5: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	

Paso 6: \_\_\_\_\_

Recursos/Conocimiento que tengo:		Recursos/Conocimiento que necesito:	
¿Que debería hacer?		¿De quién necesito ayuda y por qué?	
Fecha de Inicio:	Fecha Objetivo:	Fecha de Finalización:	



# OSY Personal Learning Plan – Provider Version

<b>Student Name:</b>	<b>Service Provider(s):</b>	<b>District/Site:</b>
<b>DOB:</b>	<b>State ID #:</b>	<b>MSIX #:</b>
<b>Student's Goal:</b>		<b>Goal Timeline:</b>

## Goal Follow-up – Progress checks for objectives (steps)

	Date:	Date:	Date:
Step 1 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 2 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 3 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?
Step 4 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?

*Continue on Page 2*



# OSY Personal Learning Plan – Provider Version

	Date:	Date:	Date:
Step 5 Action:	What was completed?	What was completed?	What was completed?
	Actions to take:	Actions to take:	Actions to take:
	Date:	Date:	Date:
Step 6 Action:	What was completed?	What was completed?	What was completed?
	What's next?	What's next?	What's next?

**Notes:**

**For GOSOSY reporting purposes**

Please report the progress that the student made on meeting his/her goal at the conclusion of service. The performance measure for GOSOSY is to complete half of the steps toward a goal by the end of the program year (8/31).

For more guidance see the Learning Plan protocol:

Total number of steps needed to meet the goal \_\_\_\_\_

Number of steps completed toward the goal \_\_\_\_\_

Did the student complete half or more of the steps? Yes / No

Service Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_







**Graduation and Outcomes  
for Success for OSY**