

PreK-12 Service Delivery Implementation Tool for School Leaders



Directions: Use this checklist to confirm that student services are implemented consistently as required. Review each item to identify what is in place and note any gaps or inconsistencies between planned and delivered services. Then, use this information to guide continuous improvement and strengthen service delivery. This checklist may be used during walkthroughs or team meetings to support data-based decisions and targeted improvements.

Frequency *How Often the Service Occurs*

Yes No

- Are services delivered at the intended frequency in practice?
- Are missed or canceled sessions tracked?
- Are service dates and delivery documented and reviewed regularly?
- Is there a clear plan for making up missed services?

Duration *How Long the Service Lasts*

Yes No

- Are services delivered for the full intended length of time?
- Does the balance of frequency and duration support progress toward goals?
- Are there discrepancies between planned and actual service time?

Person Responsible *Who Delivers the Service*

Yes No

- Is the provider appropriately credentialed, trained, and supervised?
- Are roles and responsibilities clear across all team members?
- If paraeducators are involved, are they working under clear direction and within defined boundaries?
- Is there continuity of staffing to support consistent service delivery?

Location *Where the Service is Delivered*

Yes No

- Does the setting support access to grade-level content and peers?
- Are environmental factors (space, noise, privacy) appropriate for the service?
- Is the location consistent across sessions—or is there a clear rationale for variation?

Action Plan:

Directions: Use the above *Service Delivery Implementation Tool* to identify one or more areas of service delivery that are inconsistent, unclear, or in need of improvement. Select a priority area to focus on in this action plan. Next, identify the specific actions you will take to address this priority area. Action steps should focus on schoolwide policies and procedures. For each action, identify who is responsible for leading the work and determine how progress will be measured. Finally, set a review date to check progress and determine whether adjustments are needed.

Priority Area(s): *What area of service delivery needs improvement?*

Action(s): *Which specific actions will you take to address this priority area?*

1. Action 1
2. Action 2
3. Action 3

Person(s) Responsible: *Who is responsible for leading this work?*

Evidence of Impact: *How will you know that the action(s) is working?*

Review Date: *When will progress be reviewed?*